



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 2nd July 2024 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 elect a Chairman of the Committee
2. To elect a Vice Chairman of the Committee
3. To receive and accept apologies for non-attendance.
4. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
5. To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
6. Public Session - *for information only*
7. To approve the minutes of the meeting 4th June 2024
8. Actions arising from the minutes of the meeting of 4th June 2024 - *for information only*
9. Report from Finance Manager - *for information only*
10. Finance matters:
 - i) Payments Schedule – *to approve payments.*
 - ii) Bank Account Reconciliations Month 2 – *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*
11. Capital Control Report - *for information only*
12. Financial Regulations – *for approval*
13. Update to Standing Orders' Terms of Reference in relation to Financial Regulations – *for approval*
14. Working Groups Terms of Reference – *for consideration*
15. Change to Standing Committee – Paper from Cllr Wilson – *for consideration*
16. Priory Park Clubhouse Modernisation – *for consideration*
17. Draft Memorial Tree and Bench Policy – *for consideration*
18. Requests for future agenda items - *for information only*
19. Date of next meeting – 6th August 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 2nd July 2024 at 7pm**

20. 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.

21. Debtors' List - *for consideration*

22. Staffing Matters – *for consideration*

23. Land Investigation – Update from Working Group – *for consideration*

24. Quotations For Pipe Replacement Under Priory Park Overflow Car Park – *for approval*

E McKenzie

Clerk to the Committee
25th June 2024



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 4th June 2024 at 7pm.

Present:

Cllr Jones	Vice Chairman & Acting Chairman
Cllr Marsh	
Cllr Nicholson	
Cllr Pavey	
Cllr Stallard	
Cllr Williams	
Cllr Wilson	

In attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the public: 0

Cllr Jones, as Vice Chairman and Acting Chairman, welcomed councillors to the meeting. However, following a point of order raised by Cllr Wilson, and a reminder of the code of conduct issued to both, he stated he wanted to resign from the Committee and left the room at 7:05pm.

- FPR01/24 To elect a Chairman of the Committee**
Resolved: To elect Cllr Nicholson as Chairman of Committee for the evening
Proposed: Cllr Stallard
Seconded: Cllr Pavey
- FPR02/24 To elect a Vice Chairman of the Committee**
Resolved: To elect Cllr Pavey as Vice Chairman of Committee for the evening
Proposed: Cllr Stallard
Seconded: Cllr Wilson
All in favour
- FPR03/24 To receive and accept apologies for non-attendance**
All present.
- FPR04/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR05/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR06/24 Public Session**
No members of the public present.
- FPR07/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7th May 2024**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7th May 2024
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour who were present at the meeting of 7th May 2024.

- FPR14/24** **Banking Mandate**
Resolved: To refer the Banking Mandates to Full Parish Council for approval
Proposed: Cllr Stallard
Seconded: Cllr Williams
All in favour. **ACTION: Executive Officer**
- FPR15/24** **Financial Regulations**
The draft regulations were duly deliberated with recommendations from the Finance Manager.
Resolved: To agree the first draft recommendations for the updates to Model Financial Regulations and further consider the revised draft at the next committee meeting
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour
ACTION: Update Model Financial Regulations **ACTION: Finance Manager/Executive Officer**
ACTION: Update operational flow chart diagram **ACTION: Finance Manager**
- FPR16/24** **Policies – ACSO Complaints Procedure and Body Camera Procedure**
Resolved:
i) To approve the ACSO Complaints Procedure
ii) To approve the Body Camera Procedure with minor amends as noted
Proposed: Cllr Stallard
Seconded: Cllr Wilson
All in favour
ACTION: To update Body Camera Procedure with suggestions made **ACTION: Executive Officer**
- FPR17/24** **Requests for future agenda items**
- Election of Committee Chair and Vice Chairman
 - Financial Regulations
 - Vehicle Insurance
- FPR18/24** **Date of next meeting – Tuesday 2nd July 2024**
Noted.
The Finance Manager gave their apologies in advance for non-attendance.
- FPR19/24** **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.
- FPR20/24** **Debtors' List**
The Finance Manager provided a full explanation regarding the list.
- FPR21/24** **Staffing Matters**
- i) Grounds Staff Job Descriptions** – new job descriptions had been drawn up following the integration of the Parish Lengthsman into the team after consultation with the relevant staff members.
It was noted to retain the Parish Lengthsman tasks as funding opportunities were available to cover such from WCC/HCC.
The new job descriptions ensured the contracted 37 hours now includes the phrase 'flexible hours including weekend work' to avoid heavy use of the overtime policy.
- ii) Appraisals** - an update was noted highlighting all but three appraisal meetings had now been completed.

- iii) **Projects Manager** – 2-year contract extension approved with increase in salary to SCP16 to acknowledge projects completed and value of employee to BWPC.
 Job description to include note making in working group meetings, reports to committee and attendance at meetings.
 This updated job description and salary point to be recommended to Full Parish Council to be actioned for pay on 1st July and extension from 1st September 2024
Resolved: To approve the PM extension of role to September 2026 at SCP16 from 1st July 2024
Proposed: Cllr Stallard
Seconded: Cllr Williams
All in favour
ACTION: Refer to Full Parish Council **ACTION: Executive Officer / Finance Manager**
- iv) **Estates Manager**
 The job description advertised was noted and explained as still flexible to encompass all role requirements within caretaking (halls) and grounds work.
 It was noted as needing to read FT37 (or PT35) to be consistent with other FT roles.
- v) **Staffing Structure**
 Structure proposed approved as tabled, with minor amends as develop by the Staffing Sub-Committee as delegated authority.
Resolved: To approve the proposed staffing structure as tabled for referral to Parish Council
Proposed: Cllr Nicholson
Seconded: Cllr Pavay
All in favour

FPR22/24

Land Investigation – Update from the Working Group

Update provided as tabled. The solicitor was undertaking actions as recommended by Parish Council.

Cllr Williams explained that he had informed WCC about the Parish Council's pending request for their backing on the CPO of the land and further discussions would follow on this matter.

FPR23/24

Purchase of Parish Council Land Request

Resolved: To recommend to Full Parish Council that a letter is written to the resident explaining the process approved by Council and progress matters accordingly

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

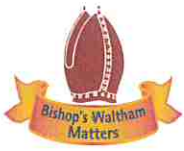
All in favour

ACTION: Executive Officer

There being no further business the meeting ended at 9.25 pm.

Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 4.6.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
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.
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR274/22, FPR104/23, FPR179/23	Land Disposal Policy	i) To set up meeting of working group ii) To publish adopted policy	i) Complete ii) Feb 24	EO/MP/KJ	Meeting held. Agenda Item Jan 24.
FPR096/23, FPR186/23	Cricket Club	To recommend to PC lease extension with further updates required by working group & reps	Superseded by newer actions. Monitoring only.	EO	PC 12.9.23. - complete Meeting held 26.9.23 (JM,BN,RS with BWCC reps). Agenda Item Jan 24 and March 24
FPR135/23, FPR194/23	St Peter's Churchyard Funding	To write to PPC	Nov-23	EO	PC requested a meeting with group (14.11.23)
FPR161/23, FPR174/23	Policies	i) To confirm policies approved ii) To update policies as suggested iii) To liaise with H&S consultant	Dec-23	EO (RS)	In progress. Updates received from H&S consultant Jan 24 for future agenda item.
FPR208/23	Land at Montague Road	To consult with local residents	Apr-24	EO/AO	In liaison with H&G
FPR227/23	Mowing Licence	To advertise mowing opportunity	Apr-24	EO	
FPR240/23	Asset Register Review	To submit summary report	May-24	EJ/RS	
FPR241/23, FPR13/24	Cyber Security	i) To draft action plan to send to IT team ii) To draft Risk Assessment for FP&R	i) June 24 ii) Aug 24	RS / FM	Drafted May 24
FPR249/23	Well House	i) To check current estate agent contract ii) To liaise with estate agent - Interest and lower sale iii) To plan move if necessary iv) To investigate property for New Homes v) To keep in mind 'Hot Desk hub' Idea	i) Complete ii) Complete iii) Complete iv) June 24 v) June 24	WG & EO	Change of EA due when contract ends 28.6.24
FPR249/23	Skate Zone access path	To investigate funding options	Jun-24	AO/EO/FM	Refer to Admin Officer/H&G Committee
FPR249/23	Bowls Club Lease	To monitor Bowls Club lease renewal	Jun-24	WG/AO/EO	Draft lease to be considered by FP&R
FPR263/23	Reinvestment of Funds	To reinvest funds	Complete	FM	
FPR267/23	Two New Policies	To draft new policies on menopause and flexible working	Jul-24	WG (KJ/RS) /EO	
FPR275/23	OH Assessments	To organise OH Assessments	Jul-24	EO	In progress.
FPR12/24	Ear Marked Reserves Report	To add CIL end dates to report	Complete	FM	
FPR13/24	AGAR	Refer AGAR to Full Council	Complete	FM	
FPR14/24	Banking Mandate	Refer to Full Council	Complete	FM	
FPR15/24	Financial Regulations	Update and Refer Back	Complete	FM/EO	In progress June 2024
FPR15/24	Operational Flowchart	Update for staff and councillors	Complete	FM	In progress June 2024
FPR16/24	Bodycam Procedure	Update	Aug-24	EO	
FPR21/24	Staffing Matters	Refer to Full Council	Complete	EO	
FPR23/24	Land Purchase Request	Refer to Full Council	Complete	EO	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

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

AGAR 2023-24

The period for exercise of public rights began on Thursday 13th June 2024 and will end on Wednesday 24th July 2024. All AGAR documents were submitted to the external auditor on Monday 17th June 2024.

Quarterly Budget Reviews

The quarterly budget reviews for the period 1st April 2024 to 30th June 2024 will be provided to committees at the end of July through to committee meetings in August.

Quarterly VAT Return

The quarterly VAT return will be completed on my return from annual leave, week commencing 15th July 2024.

Staffing

3 leavers were processed this month, including Pensions Leaver calculations and forms for each.

West Hoe Cemetery Management Committee Finance

I have started to process all financial transactions for West Hoe Cemetery Management Committee.

Bookings

I have taken over the halls bookings and will continue to action all requests for hall hire.

Tender for the appointment of an Internal Auditor

I have advertised for the appointment of an internal auditor, further to the Council's wishes to tender from 2024/25. Proposals will be submitted by 31st July 2024 for consideration by this committee in August.

Finance Manager 27/6/24



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

Agenda Item – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 2 – *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 25.6.24

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier/Account Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By?	Comments
1stKLAS	31/05/2024	21/06/2024	INV-21195	£324.00	£64.80	£388.80	4282	250	PP Cleaning May 24	Yes		BT	21.06.24
1stKLAS	30/06/2024	21/07/2024	INV-21269	£162.00	£32.40	£194.40	4282	260	JH Cleaning Jun 24	Yes		BT	
A1 DRAINAGE	24/05/2024	31/05/2024	INV-01461	£250.00	£0.00	£250.00	4337	250	PP High pressure drain clear	Yes		BT	
A1 DRAINAGE	27/05/2024	03/06/2024	INV-01463	£250.00	£0.00	£250.00	4337	250	PP Drain clearance	Yes		BT	07.06.24
A1 DRAINAGE	03/06/2024	10/06/2024	INV-01467	£250.00	£0.00	£250.00	4337	250	PP Drain clearance	Yes		BT	07.06.24
A1 DRAINAGE	14/06/2024	23/06/2024	INV01475	£250.00	£0.00	£250.00	4337	250	PP Drain clearance	Yes		BT	21.06.24
ACELIFT	04/06/2024	30/06/2024	161905	£455.00	£91.00	£546.00	4274	280	GS Skip Exchange Jun 24	Yes		BT	21.06.24
AMAZON	19/06/2024	19/06/2024	268751396	£9.14	£1.83	£10.97	4025	100	VGA Cable	Yes		BC	
AQUADITION	23/04/2024	23/05/2024	35074	£511.71	£102.34	£614.05	4277	Various	Water Monitoring Apr 24	Yes		BT	21.06.24
AQUADITION	17/05/2024	17/06/2024	35156	£180.21	£36.04	£216.25	4277	Various	Water Monitoring May 24	Yes		BT	21.06.24
AQUADITION	18/06/2024	18/07/2024	35224	£180.21	£36.04	£216.25	4277	Various	Water Monitoring Jun 24	Yes		BT	18.07.24
AQUADITION	18/06/2024	18/07/2024	35226	£60.07	£12.01	£72.08	4277	275	CH Water Monitoring Jun 24	Yes		BT	18.07.24
ARCO	30/05/2024	29/06/2024	948102553	£31.03	£6.21	£37.24	Various	Various	Green sack/safety Spec/Socks	Yes		BT	28.06.24
ARCO	10/06/2024	10/07/2024	948155613	£15.16	£3.03	£18.19	4041	100	Safety Boot P Wall	Yes		BT	10.07.24
B&QTRADE	05/06/2024	31/07/2024	1503141454	£27.25	£5.45	£32.70	4207	310	Fire blanket & extinguisher	Yes		BT	
BIFFAMUNICIPAL	26/04/2024	26/05/2024	514102168	£23.84	£4.77	£28.61	4275	260	JH Trade Waste 24/04-24/05/24	Yes		DD	28.05.24
BIFFAMUNICIPAL	24/05/2024	23/06/2024	514103646	£29.80	£5.96	£35.76	4275	260	JH Trade Waste 25/05-28/06/24	Yes		DD	24.06.24
BREEZE	06/06/2024	06/06/2024	INV-0005557	£355.00	£71.00	£426.00	4336	275	CH Asbestos Survey	Yes		BT	21.06.24
BRIT GAS	05/06/2024	24/06/2024	816163923	£717.59	£143.51	£861.10	4344	260	JH Gas 02/05-01/06/24	Yes		DD	24.06.24
COOPERLEE	16/05/2024	16/05/2024	2151	£1,460.00	£0.00	£1,460.00	4336	250	PP Replace 2 x Fire Door	Yes		BT	14.06.24
DIGI TOOLBOX	10/06/2024	24/06/2024	7893278	£1,034.14	£206.82	£1,240.96	4044	100	IT/Telecoms Support/Service	Yes		DD	20.06.24
ELITE	29/05/2024	28/06/2024	3279	£328.65	£65.73	£394.38	4102	Various	PAT Testing	Yes		BT	28.06.24
ENGIE GAS LTD	10/06/2024	24/06/2024	1-01322632	£172.57	£8.63	£181.20	4344	250	PP Gas 01/05-31/05/23	Yes		DD	25.06.24
FORWARD	01/06/2024	30/06/2024	8862	£40.00	£8.00	£48.00	4332	260	JH Security Jun 24	Yes		BT	28.06.24
FORWARD	16/06/2024	30/06/2024	8876	£40.00	£8.00	£48.00	4332	250	PP Security Jun 24	Yes		BT	28.06.24
FORWARD	16/06/2024	30/06/2024	8877	£73.00	£14.60	£87.60	4332	Various	HR/ES Security Jun 24	Yes		BT	28.06.24
FUELGENIE	03/06/2024	17/06/2024	10430901	£547.93	£109.57	£657.50	Various	200	Fuel card charges May 24	Yes		BT	28.06.24
HALC	10/06/2024	07/07/2024	INV-6740	£210.00	£42.00	£252.00	4046	105	LCPD Membership Apr24-Mar25	Yes		DD	18.06.24
HALC	12/06/2024	12/07/2024	INV-6790	£196.00	£39.20	£235.20	Various	Various	KJ/EM Absence/Capability Train	Yes		BT	05.07.24
HANTS CC	31/05/2024	30/06/2024	58289769	£33.46	£6.69	£40.15	4309	230	Refuse sacks	Yes		BT	28.06.24
HANTS CC	14/06/2024	14/06/2024	58291213	£107.49	£21.50	£128.99	Various	Various	Cleaning supplies & paper	Yes		BT	21.06.24
HUMPHREY	04/06/2024	04/06/2024	INV3738	£65.00	£13.00	£78.00	4337	275	CH Repair leak on basing	Yes		BT	07.06.24
HUMPHRY	24/06/2024	24/06/2024	4498	£40.00	£8.00	£48.00	4273	100	Payroll Services - Jun 24	Yes		SO	25.06.24
HUSSEY	14/06/2024	28/06/2024	PJHHA070	£100.00	£0.00	£100.00	4280	220	Pitch Power Survey Jun 24	Yes		BT	
IDVERDE	26/06/2024	26/07/2024	10915872	£1,571.57	£314.31	£1,885.88	4276	105	Dog Waste Bins Apr-Jun 24	Yes		BT	24.05.24
Inter Account Transfer	24/05/2024	24/05/2024	20496241	£42,500.00	£0.00	£42,500.00	N/A	N/A	Payroll & Supplier payments	Yes		IAT	24.05.24
Inter Account Transfer	24/05/2024	24/05/2024	20496238	£42,500.00	£0.00	£42,500.00	N/A	N/A	Payroll & Supplier payments	Yes		IAT	24.05.24
Inter Account Transfer	07/06/2024	07/06/2024	20496241	£3,400.00	£0.00	£3,400.00	N/A	N/A	Supplier payments	Yes		IAT	07.06.24
Inter Account Transfer	07/06/2024	07/06/2024	20496238	£3,400.00	£0.00	£3,400.00	N/A	N/A	Supplier payments	Yes		IAT	07.06.24
Inter Account Transfer	20/06/2024	20/06/2024	20496241	£45,000.00	£0.00	£45,000.00	N/A	N/A	Payroll & Supplier payments	Yes		IAT	20.06.24
Inter Account Transfer	20/06/2024	20/06/2024	20496238	£45,000.00	£0.00	£45,000.00	N/A	N/A	Payroll & Supplier payments	Yes		IAT	20.06.24
METRIC GROUP LTD	04/06/2024	30/06/2024	C71435	£212.58	£42.52	£255.10	4325	261	JHCP PM Maint 16/07-15/10/24	Yes		BT	28.06.24
NETWORK MERCHANTS	31/05/2024	30/06/2024	INV89852	£150.00	£30.00	£180.00	4150	261	JHCP Card Charges May 24	Yes		BT	28.06.24
ORIGIN AMENITY SOLUT	30/05/2024	30/06/2024	OASIO108550	£268.00	£53.60	£321.60	Various	200	Wheel/Blue&White Line Paint	Yes		DD	28.06.24
ORIGIN AMENITY SOLUT	06/06/2024	31/07/2024	OASIO109473	£41.00	£8.20	£49.20	4319	200	Blue Line Paint	Yes		BT	28.06.24
PAYROLL	28/06/2024	28/06/2024	N/A	£17,653.37	£0.00	£17,653.37	N/A	515	Basic Salary Payments - Jun 24	Yes		BT	28.06.24
PAYROLL	28/06/2024	28/06/2024	N/A	£1,443.00	£0.00	£1,443.00	N/A	516	Co. NIC Payment - Jun 24	Yes		BT	28.06.24
PAYROLL	28/06/2024	28/06/2024	N/A	£865.52	£0.00	£865.52	N/A	517	Overtime Payments - Jun 24	Yes		BT	28.06.24
PHILSPACE	04/06/2024	04/06/2024	56314	£3,433.61	£0.00	£3,433.61	N/A	520	Co. Pension Payments - Jun 24	Yes		BT	28.06.24
RECORD MGMT	31/05/2024	31/05/2024	REC003969	£466.00	£93.20	£559.20	4201	310	Event Toilets x 6	Yes		BT	07.06.24
REGAL ENV	30/05/2024	29/06/2024	INV-7172	£39.41	£7.88	£47.29	4049	100	Data Storage May 24	Yes		BT	07.06.24
SHARP BUSINESS SYSTE	11/06/2024	11/07/2024	8072779028	£110.00	£22.00	£132.00	4337	260	JH AC System Service	Yes		BT	28.06.24
SOCAL	03/06/2024	03/06/2024	378718	£243.16	£48.63	£291.79	4030	100	Rental/Copies 01/06-31/08/24	Yes		BT	11.07.24
SOC COUN CLERKS	03/02/2024	03/03/2024	BK209262-1	£81.66	£10.33	£91.99	4207	310	Calor Propane Gas Refill	Yes		BC	
SOC COUN CLERKS	01/04/2024	01/05/2024	QL204664-2	£60.00	£12.00	£72.00	4006	100	EM HR Themed Summit 22/03/24	Yes		BT	07.06.24
SOLENT	11/06/2024	11/07/2024	30545	£2,875.00	£0.00	£2,875.00	4006	100	EM Level4 Community Governance	Yes		BT	07.06.24
SSE ENERGY SOLUTIONS	10/06/2024	24/06/2024	IV01022245	£35.00	£7.00	£42.00	4202	310	Town & Surrounds Print	Yes		BT	11.07.24
SSE ENERGY SOLUTIONS	10/06/2024	24/06/2024	IV01022245	£74.20	£3.71	£77.91	4343	261	JHCP Electric 01/05-31/05/24	Yes		DD	25.06.24

- ii) Bank Account Reconciliations Month 2
 - *to note the review by the Chairman.*

Date: 11/06/2024

Bishop's Waltham Parish Council

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Time: 09:39

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 6 - Petty Cash

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/05/2024		0.29
			<u>0.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.29
		Balance per Cash Book is :-	0.29
		Difference is :-	0.00

Signatory 1:

Name

BARRY NICHOLSON

Signed



Date

14/06/2024

Signatory 2:

Name

H. FISHER

Signed



Date

14/06/24

Name H. FISHER Signed [Signature] Date 14/06/24

Date: 11/06/2024

Bishop's Waltham Parish Council

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Time: 13:55

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

User: HLF

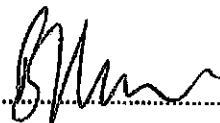
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A&L 3 m fixed term deposit	31/05/2024		422,356.42
			422,356.42
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			422,356.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			422,356.42
		Balance per Cash Book is :-	422,356.42
		Difference is :-	0.00

Signatory 1:

Name

GARRY NICHOLSON

Signed



Date

14/06/2024

Signatory 2:

Name

H. FISHER

Signed



Date

14/06/24

Date: 11/06/2024

Bishop's Waltham Parish Council

Page 1

Time: 09:32

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 11 - Unity Current 20496238

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current 20496238	31/05/2024		17,104.38
			17,104.38
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			17,104.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			17,104.38
		Balance per Cash Book is :-	17,104.38
		Difference is :-	0.00

Signatory 1:

Name

BARRY NICHOLSON

Signed



Date

14/06/2024

Signatory 2:

Name

H. FISHER

Signed



Date

14/06/24

Date:11/06/2024

Bishop's Waltham Parish Council

Page 1

Time:09:33

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 12 - Unity Savings 20496241

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496241	31/05/2024		195,048.35
			<u>195,048.35</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			195,048.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			195,048.35
		Balance per Cash Book is :-	195,048.35
		Difference is :-	0.00

Signatory 1:

Name

BARRY NICHOLSON

Signed



Date

14/06/2024

Signatory 2:

Name

H. FISHER

Signed



Date

14/06/24

Date: 11/06/2024

Bishop's Waltham Parish Council

Page 1

Time: 09:34

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 13 - Unity Savings 20496254

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496254	31/05/2024		268,045.92
			<u>268,045.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			268,045.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			268,045.92
		Balance per Cash Book is :-	268,045.92
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 14/06/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 14/06/24

iii) Parish Council Balance Sheet

– to note current position.

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 14/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	3,720
105	VAT Control Account	10,795
218	Barclaycard Commercial	(211)
219	A&L 3m Fixed Term Deposit A/c	422,356
221	Unity Current 20496238	17,104
222	Unity Savings 20496241	195,048
223	Unity Savings 20496254	268,046
224	Safe	701
250	Petty Cash	0
Total Current Assets		917,560
<u>Current Liabilities</u>		
500	Creditors	16,032
565	Holding Deposits	3,813
Total Current Liabilities		19,845
Net Current Assets		897,715
Total Assets less Current Liabilities		897,715

<u>Represented by :-</u>		
300	Current Year Fund	209,851
310	General Reserves	233,165
315	Montague Rd Play - S106/CIL	548
325	Play Area Equip Maint - CYF	4,744
330	Replace Tractor - CYF	33,500
336	EV Chargers	11,000
340	Replace Topper / Mower - CYF	33,500
341	Replace IT Equipment	2,078
350	Bldings Replace / Refurb - CYF	85,000
351	Purchase of Community Asset	75
355	Tennis Court Maintenance - CYF	16,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	5,000
373	South F'path -CIL/WCIL/S106	(19,063)
374	Replace Skate Park - CIL/WCIL	17,438
375	Floor Polisher - CYF	1,500
376	Solar Panels JH - CIL/WCIL	59,750
377	Extend Parking PP - CIL	54,678
378	Albany Road Play - S106/OSF	58,951
379	Building Maintenance - CYF	18,500
380	Name Sign JH - CYF	5,000
390	Stackable Chairs JH - CYF	926
393	WCC CIL Receipts 2021-22	5,011
394	WCC CIL Receipts 2022-23	3,062
395	WCC CIL Receipts 2023-24	42,889
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		897,715

iii) Income and Expenditure Forecast

– *to note current position.*

Income & Expenditure Report
2024-2025

Total Parish Council

Description	1	2	3	4	5	6	7	8	9	10	11	12	Actual	Budget	Variance	%	Material Variance Reason (over 25% or £2000)
	April	May	June	July	August	September	October	November	December	January	February	March	Total Year	Total Year		Change	

Finance, Policy and Resources Committee

Total Income	£2,377	£5,015	£2,564	£1,291	£6,401	£2,931	£1,311	£3,351	£2,791	£1,291	£3,291	£2,281	£34,895	£20,798	£14,097	68%	Bank Interest
Total Expenditure	£35,136	£33,824	£33,404	£37,239	£30,422	£33,858	£46,669	£30,853	£31,993	£37,283	£30,980	£39,657	£420,318	£425,222	£4,904	1%	
Total Net Revenue Expenditure	£32,759	£27,809	£30,840	£35,948	£24,021	£30,927	£45,358	£27,502	£29,202	£35,992	£27,689	£37,376	£385,423	£404,424	£19,001	5%	

Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£0	£344	£0	£0	£0	£0	£906	£0	£0	£0	£0	£250	£1,500	£1,500	£0	0%	
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£906	£0	£0	£0	£0	£250	£1,500	£1,500	£0	0%	

Total Net Committee Expenditure	£32,759	£28,153	£30,840	£35,948	£24,021	£30,927	£46,264	£27,502	£29,202	£35,992	£27,689	£37,626	£386,923	£405,924	£19,001	5%	
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Halls and Grounds Committee

Total Income	£16,252	£3,133	£7,827	£7,941	£5,517	£8,288	£9,056	£6,782	£6,633	£9,056	£6,632	£7,054	£94,151	£89,788	£4,363	5%	Hire increases & WCC Open Space Fund
Total Expenditure	£8,286	£15,633	£20,108	£12,403	£11,676	£7,885	£36,316	£11,822	£10,516	£16,540	£9,064	£22,299	£181,548	£183,091	£1,543	1%	
Total Net Revenue Expenditure	£7,966	£12,500	£12,281	£4,462	£6,159	£383	£26,260	£5,040	£3,883	£7,484	£2,432	£15,245	£87,397	£93,303	£5,906	6%	

Total Capital Income	£0	£0	£0	£44,612	£0	£0	£40,000	£0	£0	£0	£0	£0	£84,612	£58,797	£25,815	44%	Additional funding
Total Capital Expenditure	£43,541	£4,560	£27,091	£27,793	£15,676	£117,295	£25,604	£0	£0	£11,000	£0	£0	£321,560	£242,448	£79,112	33%	Additional expenditure unbudgeted
Total Net Capital Expenditure	£43,541	£4,560	£27,091	£16,819	£15,676	£117,295	£14,396	£0	£0	£11,000	£0	£0	£236,948	£183,651	£53,297	29%	As above

Total Net Committee Expenditure	£35,575	£17,060	£88,372	£12,357	£21,835	£116,912	£11,864	£5,040	£3,883	£18,484	£2,432	£15,245	£324,345	£276,954	£47,391	17%	As above
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Community & Environment Committee

Total Income	£1,000	£0	£0	£100	£0	£0	£0	£0	£0	£0	£0	£0	£1,100	£100	£1,000	1000%	
Total Expenditure	£35	£5,504	£610	£2,534	£950	£1,000	£3,849	£1,550	£65	£0	£2,319	£1,583	£19,999	£23,395	£3,396	15%	
Total Net Revenue Expenditure	£965	£5,504	£610	£2,434	£950	£1,000	£3,849	£1,550	£65	£0	£2,319	£1,583	£18,899	£23,295	£4,396	19%	

Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£250	£500	£500	£0	0%	

Total Net Committee Expenditure	£965	£5,504	£610	£2,434	£950	£1,000	£4,099	£1,550	£65	£0	£2,319	£1,833	£19,399	£23,795	£4,396	18%	
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Planning & Highways Committee

Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Expenditure	£0	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£1,100	£2,300	£2,300	£0	0%	

Total Capital Income	£600	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£600	£500	£100	20%	SID Underspend from 23/24
Total Capital Expenditure	£0	£484	£0	£2,500	£0	£0	£1,250	£0	£0	£0	£0	£250	£4,484	£2,000	£2,484	124%	
Total Net Capital Expenditure	£600	£484	£0	£2,500	£0	£0	£1,250	£0	£0	£0	£0	£250	£3,884	£1,500	£2,384	159%	As above

Total Net Committee Expenditure	£600	£484	£0	£2,500	£0	£0	£2,450	£0	£0	£0	£0	£1,350	£5,184	£3,800	£2,384	63%	As above
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Joint Managed Services

Total Income	£0	£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	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	

Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted

Total Net Committee Expenditure	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0	0%	
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Funding

Total Income	£296,411	£0	£0	£0	£0	£296,411	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£0	0%	
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	0%	Unbudgeted
Total Net Revenue Expenditure	£296,411	£0	£0	£0	£0	£296,411	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£0	0%	

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

Ear Marked Reserves
2024-2025

	Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance
315 EMR - Monique Road Play Areas - S106/CL/OSF	£548	£0	£0	£2,820	-£2,297	£0	£0	£0	£0	£0	£0	£0	£0	£523	£0	£25
316 EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	-£65,472	£0	£0	£0	£0	£0	£0	£0	£0	-£65,472	£0	£65,472
325 EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£4,000	-£4,000	£8,744
330 EMR - Replace Tractors - PC	£23,500	£0	-£3,175	£0	£0	£0	£36,375	£0	£0	£0	£0	£0	£0	£23,200	£0	£300
336 EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£0	£11,000	£0	£0
340 EMR - Replace Topper / Mower - PC	£23,500	£0	£3,175	£10,000	£0	£0	£17,150	£0	£0	£0	£0	£0	£0	£30,325	£0	£3,175
341 EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£1,000	-£1,000	£3,078
345 EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,500	-£2,500	£2,500
350 EMR - Bldings Replace / Repair - PC	£65,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£5,000	-£5,000	£90,000
351 EMR - Purchase of Community Asset - PC/CL/WCL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,311	£0	£0
352 EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353 EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355 EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£0	£2,900	£4,000	£13,100
356 EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,000	-£2,000	£2,500
357 EMR - Resurface Play Areas - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,500	-£2,500	£2,500
360 EMR - Replace Bus Shelters - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£2,000	-£2,000	£10,000
370 EMR - CCTV (H/R) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,848	£0	£3,152
373 EMR - Southern Footpath - CL/WCL/US106	-£9,063	£0	£10,000	£0	-£19,982	£0	£0	£0	£0	£0	£0	£0	£0	-£3,982	£0	£919
374 EMR - Replace Skate Park (PP) - CL/WCL/PC	£50,583	£43,145	-£10,000	-£15,298	£17,060	£15,676	£0	£0	£0	£0	£0	£0	£0	£50,583	£0	£0
375 EMR - Floor Polisher (JH) - PC	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500
376 EMR - Solar Panels on Roof (JH) - CL/WCL	£59,750	£0	£0	£0	£0	£0	£63,770	-£40,000	£0	£0	£0	£0	£0	£23,770	£59,750	£35,580
377 EMR - Extend Parking (PP) - CL/WCC REPF	£34,678	£0	£0	£3,450	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,450	£0	£51,228
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	-£16,500	£0	£0	£0	£0	£0	£0	£0	£0	£57,146	£59,401	£2,255
379 EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£12,500	£12,500	£6,000
380 EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000
390 EMR - Stackable Chair (JH) - PC	£1,800	£0	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£874	£0	£926
393 EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011
394 EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£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 (End 31/03/29)	£12,867	£0	-£30,022	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£30,022	-£30,022	£42,889
396 EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
397 EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£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 (End 31/03/29)	£1,680	-£661	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£661	£0	£2,321
399 EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400 EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	-£331	£0	£0	£0	£0	£0	-£331	-£331	£331
401 EMR - WCC S106 Receipts 2024-25	£472,382	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£42,484	-£25,462	£76,091	-£82,291	£15,676	£117,295	-£21,831	£0	£0	£11,000	£0	-£25,000	£107,952	£99,298	£364,420



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

2.7.24

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

Capital Control Report 2024-2025 (Month 2).

Finance Manager
25.6.24

Bishop's Waltham Parish Council
Capital Projects Control 2024-25 Budget
Month 2

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
F, P & R Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	Oct/Mar	500	0	500	0	0	
	4408	Replace IT Equipment	Apr/Sep	1,000	0	1,000	344	0	Monitors/headset/camera
		Total Gross Committee Expenditures		1,500	0	1,500	344	0	
H&G Committee Income		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		1,500	0	1,500	344	0	
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000	EMR 376 Solar Panels
	1368	WCC S106 Funding 2024-25	Jul	0	0	0	0	25,815	EMR 373 Southern Footpath
Expenditure	1368	WCC Open Space Fund	Jul	18,797	18,797	0	0	18,797	EMR 315 Montague Rd/378 Alband Rd
	1400	WCC Rural England PF	Oct	0	0	0	0	49,000	EMR 377 Extend Parking PP
		Total Gross Committee Income		58,797	58,797	0	0	133,612	
	4350	Minor Assets	Oct	2,500	0	2,500	396	2,104	Replacement Bins (red)
	4364	Southern Footpath/Cycleway	Jul	0	0	0	0	5,883	EMR 373
H&G Committee Expenditure	4365	Replace Tractor	Sep	0	0	0	0	33,500	EMR 330
	4390	Replace Topper/Mower	Sep	0	0	0	0	17,150	EMR 340
	4393	Replace Skate Park	Apr/Jul/Aug	0	0	0	43,145	32,736	EMR 374
	4393	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	0	63,770	EMR 376
	4415	Tennis Court Maintenance	Jul	6,000	6,000	0	0	4,900	EMR 355
Expenditure	4417	Upgrade Intruder Alarm (JH)	Oct	2,500	0	2,500	0	2,500	EMR 351
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	3,236	75	
	4422	Replace Paving Stones	Oct	2,500	0	2,500	0	2,500	EMR 336
	4423	EV Chargers	Jan	11,000	11,000	0	0	11,000	EMR 315 (£2,820 incl £2,397 WCC-OSF)
	4432	Montague Rd Play Areas	Jul	0	0	0	0	2,820	EMR 377
C & E Committee Income	4450	Extend Parking (PP)	Sep	0	0	0	0	0	EMR 390
	4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 379
	4487	Building Maintenance	Oct	18,500	18,500	0	0	18,500	EMR 378 (£73,646 inc £16,500 WCC-OSF)
		Albany Road Play Park	May/Jul	78,198	78,198	0	450	73,196	
	4500	Total Gross Committee Expenditures		220,948	213,448	7,500	48,101	270,634	
C & E Committee Expenditure		EMR Movements		154,651	154,651	0	47,705	129,918	
		Total Net Committee Expenditures		7,500	0	7,500	396	7,104	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	Oct/Mar	500	0	500	0	0	
		Total Gross Committee Expenditures		500	0	500	0	0	
P & H Committee Income		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		500	0	500	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	1302	Grant - Stiles / Kissing Gates	Oct	500	0	500	600	0	
		Total Gross Committee Expenditures		500	0	500	600	0	

Expenditure	4350	Minor Assets	500	0	500	0	0	0
	4403	Street Furniture	1,000	0	1,000	0	0	0
	4404	Stiles / Kissing Gates	500	0	500	484	0	0
		Total Gross Committee Expenditures	2,000	0	2,000	484	0	0
		EMR Movements	0	0	0	0	0	0
		Total Net Committee Expenditures	1,500	0	1,500	(116)	0	0
Total Parish Council		Total Parish Council Income	59,297	58,797	500	600	133,612	
		Total Parish Council Expenditures	224,948	213,448	11,500	48,929	270,634	
		Total EMR Movements	154,651	154,651	0	47,705	129,918	
		Total Net Parish Council Expenditures	635,307	516,807	23,000	624	7,104	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

Agenda Item – Financial Regulations – *for approval*

Financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.

Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

It is the duty of the Council to review the Financial Regulations from time to time and to make amendments when there are changes in any relevant legislation or proper practices.

The National Association of Local Councils (NALC) has now published an updated model Financial Regulations for adoption.

The document following is the redrafted version that the Finance Manager and Executive Officer offer for approval following the consideration of the first draft at the previous meeting on 4.6.24.

Proposal: to consider the second draft revisions to the NALC Model Financial Regulations and approve such required Financial Regulations for Bishop's Waltham Parish Council.

Executive Officer & Finance Manager
25.6.24

BISHOP'S WALTHAM PARISH COUNCIL

FINANCIAL REGULATIONS 2024

These Financial Regulations were adopted by the Council at the meeting held on 9th July 2024 for Full Council after review by the Finance, Policy and Resources Committee on 2nd July 2024.

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) (known at BWPC as the Finance Manager (FM)) holds a statutory office, appointed by the council. The FM;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- approve any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Executive Officer [with the FM] shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, Executive Officer [with the FM] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO (FM) must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**

- **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the Council Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the FM. The Council Chairman shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 3. Accounts and audit**
- 3.1. All accounting procedures and financial records of the council shall be determined by the FM in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO (FM) must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The FM shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the FM shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the FM, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The FM shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The FM shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than November each year, the FM shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year along with a forecast for the following two financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and two-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and two-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Executive Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as

practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The FM should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall obtain prices as follows:
- 5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** The Council shall seek formal tenders from at least three suppliers, by advertising an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts greater than £2,000 excluding VAT the Executive Officer, Clerk or FM shall seek at least 3 fixed-price quotes;
- 5.8. where the value is between £500 and £2,000 excluding VAT, the Executive Officer, Clerk or FM shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the Executive Officer, Clerk or FM shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Executive Officer under delegated authority, for any items below £500 excluding VAT.
 - the Executive Officer, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - The Finance Committee for all items of expenditure within delegated budgets for items under £5,000 excluding VAT.
 - In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - Recommendation from the FP&R Committee and approval from the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the Executive Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Executive Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the FM and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Arbuthnot Latham. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the FM. Where the certification of invoices is done as a batch, this shall include a statement by the FM that all invoices listed have been 'examined, verified and certified' by the FM).
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the FP&R Committee, unless the Council resolves to use a different payment method.
- 6.6. The Clerk and the FM shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the FP&R committee, where the Executive Officer, Clerk or FM certify that there is

no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee

- iv. Fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee.
- 6.7. The FM shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the FP&R Committee. The FP&R Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the FM shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two officers (normally the Executive Officer and the FM) and two councillors (normally the Chairman and Vice Chairman) who will be authorised to approve transactions on those accounts, a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The FM, or Executive Officer in their absence, shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be provided to an authorised signatory.
- 7.5. Evidence shall be retained showing which member approved the payment online.
- 7.6. With the approval of the FP&R committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by fixed direct debit, variable direct debit or bankers standing order provided that the instructions are approved online by an authorised bank signatory, evidence of this is retained and any payments are reported to council when made. The approval of the use of each regular payment shall be reviewed by the council annually.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the FP&R committee provided that each payment is approved online by an authorised bank signatory,

evidence is retained, and any payments are reported to the FP&R committee at the next meeting.

- 7.8. Account details for suppliers may only be changed upon written notification by the supplier, verified by the FM. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.9. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.10. Remembered password facilities should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Executive Officer, Clerk, FM and Senior Groundsman/Estates Manager and any balance shall be paid in full each month.
- 8.2. Personal credit or debit cards of members of staff shall not be used. In exceptional circumstances authorisation can be given by the Executive Officer or FM for expenses of up to £250 including VAT, incurred in accordance with council policy.

9. Petty Cash

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly
- b) Receipts for payments made must be provided to substantiate every payment.
- c) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the FP&R committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the FM.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the FM.

- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The FM shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the FM and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the FM considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The FM shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 12.7. Where significant sums of cash are regularly received by the council, the FM shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the FM shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to, or omission from a contract must be authorised by the relevant committee, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The FM shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council,

their location, reference, purchase details, purpose for which held, in accordance with the Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250.

16. Insurance

16.1. The FM shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Executive Officer shall give prompt notification to the FM of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The FM shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the FP&R committee at the next available meeting. The FM shall negotiate all claims on the council's insurers in consultation with the Executive Officer.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of Executive Officer or RFO/FM. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

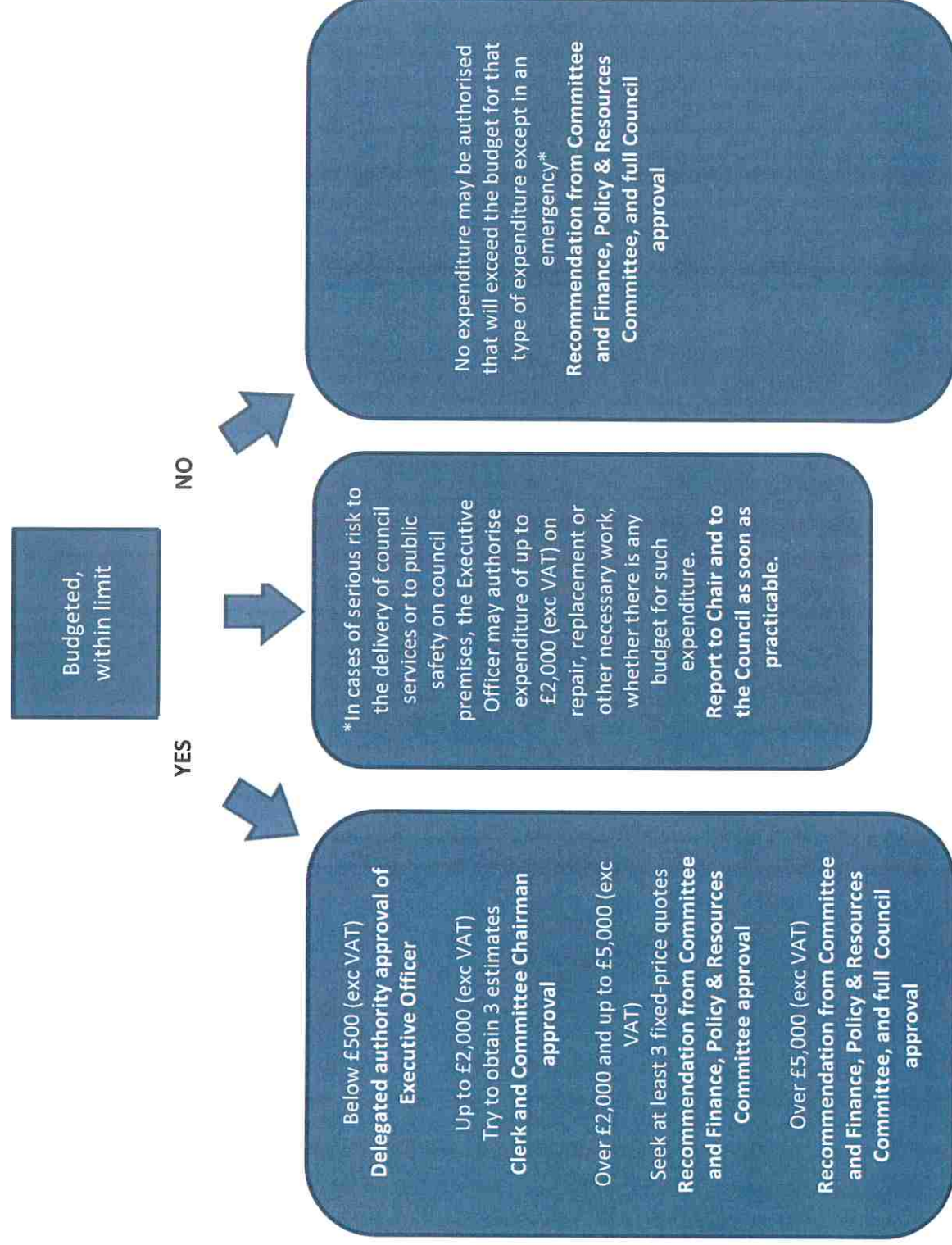
presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

COMMITTEE EXPENDITURE FLOW CHART



For contracts estimated to be over £25,000 (exc VAT), the Council must comply with any requirements of The Public Contracts Regulations 2015 or any superseding legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

Agenda Item – Update to Standing Orders' Terms of Reference in relation to Financial Regulations – *for approval*

Following the update to Financial Regulations, the related Standing Orders' Terms of Reference (TOR) for each Committee also need to be updated.

The TORs are marked for change as in pages following.

Proposal: To approve the changes to the Committee Terms of Reference as tabled in relation to the updated Financial Regulations 2024.

Executive Officer & Finance Manager
25.6.24

APPENDIX A

TERMS OF **REFERENCE OF** **STANDING** **COMMITTEES**

FINANCE, POLICY AND RESOURCES COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This committee will normally meet monthly on the first Tuesday of the month.

MEMBERSHIP will be (but not exclusively):

Chairman / Chair of the Parish Council, Vice Chairman / Vice Chair of the Parish Council, Chairmen of all Standing Committees (or in their absence a delegated representative), plus a maximum of 7 Parish Councillors (*50% of Council members*).

This Committee shall:

- Receive and deal with any special references from the Council
- Be responsible for an overview of the financial, manpower and land resources of the Council. This shall include arrangements for the authorised acquisition, allocation, disposal, inventory and insurance of any land, buildings or substantial property and for provision of capital equipment.
- Be responsible for the annual stock check of the Council physical assets, reconcile to the current Asset Register and investigate any differences.
- Be responsible for advising the Council on arrangements for insurance cover in respect of all insured risks.
- Take urgent action in the interest of the Council where time precludes normal Council or Committee consideration of a particular matter.
- Ensure compliance with Health & Safety Regulations for Council employees and all Contractors and Hirers.
- Appoint a member and/or members or other suitable person to represent the parishioners of parts or the whole of the parish at any public or other inquiry by a Ministry or other public body under any act relating to development control or any other aspect of the Council's responsibilities.
- Monitor, regularly, the budgets of the Council's Committees against their actual results and take any necessary action.
- Incur Revenue expenditures on behalf of the Council, which are not the responsibility of other Standing Committees, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of ~~£10,000~~ (FINANCIAL REGULATIONS SAY £5,000) relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).
- Be responsible for the recruitment/selection and duty of care of personnel.

- Be responsible for agreeing the terms and conditions of employment of staff and the issue of any contracts of employment.
- Review the effectiveness of the organisational and administrative processes of the Council. To monitor the staff requirements needed to undertake the duties and work within the Parish by reviewing the annual appraisals of every member of staff.
- Advise, support, encourage, help, provide and give the Parish Council Staff at all levels of employment the opportunity to express their interests, concerns, difficulties and training needs to ensure the smooth running of work requirements and working conditions within the Parish.
- Offer a grievance procedure to any member of staff in the event of any problems or difficulties arising between line management, supervisory or any level of management within the Parish Council. No member is permitted to be present when a complaint against them is being discussed.
- Regularly review all procedures including Standing Orders.
- Regularly review and update policies including health & safety, risk assessments, etc.
- Review all annual contracts once a year relevant to this Committee and also those recommended by other Standing Committees.
- Make recommendations as necessary to the Council for changes in Committee structure, alterations to Standing Orders, administrative, financial and executive arrangements of the Council.
- Consider the recommendations of the Committees when recommending the Annual budget and precept to the Council including the use of Council reserves
- To provide any relevant guidelines to the Committees for use during the budget setting process i.e., rate of inflation etc
- Guide the Council in the formulation of policy objectives and recommend such provision in the annual budget as necessary.
- Be responsible for considering and recommending grant applications to the Council.
- Approve charges for the use of all facilities and equipment together with the hire of staff provided by the Council.
- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.

- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Be responsible for identifying possible uses of, and applying for, Community Infrastructure Levy Funding (CIL) to fund approved Capital Projects.
- Be responsible for the management of the Parish Council's Community Support Officer.

HALLS AND GROUNDS COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 3rd Tuesday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).
Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Be responsible for the management and upkeep of all parish owned buildings, their access roads as appropriate and associated car parking facilities.
- Be responsible for managing the repair and maintenance of the facilities described above.
- Be responsible for managing sports and recreation grounds, public open space, allotments, amenity land and connected uses.
- Be responsible for the creation of, and compliance with, an Annual Maintenance Plans for grounds and halls, relating to the facilities described above, including all statutory requirements and testing. The plan to be reviewed annually in June.
- Be responsible for ensuring the repair and maintenance of any other equipment used to provide an amenity, and any equipment used for the maintenance of such structures and equipment, and for the maintenance of sports pitches, recreation grounds and public open spaces.
- Recommend hire charges for the facilities within the control of this Committee to the Finance, Policy and Resources Committee.
- Deal with any matters regarding environmental issues relating to the Council's halls and grounds facilities.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following three financial years not later than the end of October each year.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of ~~£10,000~~ (FINANCIAL REGULATIONS SAY £5,000) relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted

expenditures).

- Be responsible for identifying possible uses of and applying for Open Space Funding and CIL funding to fund approved Capital Projects.
- Recommend Capital expenditures on behalf of the Council relating to the facilities described above to the Council.
- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.

COMMUNITY AND ENVIRONMENT COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 4th Monday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).
Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Be responsible for the promotion of the parish to parishioners and visitors.
- Be responsible for considering and recommending grant applications to the Council
- Liaise with local business groups to encourage and support the enhancement and maintenance of the economic viability of the town.
- Liaise with any body, organisation or department of any local authority to assist in the promotion of the parish.
- Liaise with all relevant organisations to support the arrangement of local events.
- Deal with any matters relating to the environment of the parish. This involves monitoring national and local initiatives and making relevant recommendations to other committees.
- Be responsible for liaison with the youth organisations in the parish including schools.
- Organise all meetings of the Bishop's Waltham Association of Community Organisations.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following financial three years not later than the end of October each year.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of **£10,000 (FINANCIAL REGULATIONS SAY £5,000)** relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).

- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.
- In conjunction with the relevant Committees be responsible for the marketing of all Parish Council facilities.
- Be responsible for the Parish Council's website and newsletter.
- Be responsible for the Parish Council's social media (*linked to BWPC Policy*).
- Organise public events on behalf of the Parish Council.
- Liaise with all organisations, on behalf of the Parish Council, who are organising local community events.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Be responsible for the Parish Council's social media.
- Organise public events on behalf of the Parish Council.
- Liaise with all organisations on behalf of the Parish Council organising Community events.
- Appoint a Committee member to represent the Parish Council at the Chamber of Trade Committee meetings.
- Appoint a Committee member to represent the Parish Council at the Town Team Committee meetings.
- Appoint a Committee member to represent the Parish Council on the Bishop's Waltham Museum Trust.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.

PLANNING AND HIGHWAYS COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 4th Tuesday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).

Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Advise the Council of all action required to be taken with local planning, highway and associated authorities and utility boards on matters relating to local and district highways, road safety, utility services and similar matters affecting the parish.
- Have a standing responsibility to examine all planning applications and appeals affecting the parish and to recommend the Parish Council response. These responses to be referred to the full Council for ratification.
- At the discretion of the Committee, and after a full debate, refer any major development, or contentious, planning issues to the Parish Council as is considered necessary.
- Publicise all details of meetings called to consider planning applications including any sub-committee meetings.
- Be responsible for the provision, repair and maintenance of street furniture installed on non-Parish Council land.
- Be responsible for public rights of way, with assistance from the Parish Rights of Way Warden (Ex-officio member).
- Be responsible for the management of the Parish Council's lengthsman.
- Deal with all matters relating to public transport in the parish.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of ~~£10,000~~ (FINANCIAL REGULATIONS SAY £5,000) relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).

- Be empowered to liaise with any body, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility. The Committee may empower a committee member or members to liaise on their behalf.
- Monitor the application and effectiveness of Tree Preservation Orders in the Parish, with the assistance from the Parish Council Tree Warden (Ex-officio member) and make appropriate recommendations in this connection to the responsible authority.
- Arrange additional meetings as required to progress business of the Committee.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following three financial years not later than the end of October each year.
- Make recommendations on the above matters upon which the Council can base decisions.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.



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

2.7.24

Agenda Item – Working Group Terms of Reference – *for consideration*

The attached document is a standard template from HALC for consideration to adopt for Bishop's Waltham Parish Council.

Also attached is the updated Standing Orders in relation to Working Groups which should be referred to and updated accordingly

Proposal: To consider whether or not to adopt the HALC Working Group Terms of Reference, with any necessary related updates to Standing Orders.

Executive Officer
25.6.24



Hampshire ALC Template – Working Group Terms of Reference

This document is provided by Hampshire ALC as a template for councils wishing to set up working groups/advisory committees.

Items in brackets should be changed as appropriate.

This template should be read in conjunction with our guidance note on Working Groups.

Template Terms of Reference

{COUNCIL NAME} Parish/Town Council

{Working group name} Working Group/Advisory Committee – Terms of Reference

Purpose of the Working Group

{Enter the purpose of the working group and why it was formed here}

Example:- The Working Party is an advisory group of council members and members of the public to research and advise the council on the most appropriate planting scheme for the wild meadow area.

Terms of Reference

1. The working group will consist of {enter number} council members {and the clerk (or other officer) in an advisory capacity}, determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite {enter number} members of the public to join the efforts of the group and to attend meetings {in an advisory capacity or with voting rights}.
3. At the first meeting of the working group, members shall:
 - a. Review these terms of reference {or complete the terms of reference for approval by the council}
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the {council/committee}
4. In line with the purpose set by the {council/committee}, the remit of the working group is to:
 - i. {insert remit}
 - ii. {insert remit}
 - iii. {insert remit}

5. The working group does not have any delegated powers to make decisions for or on behalf of the {*council/committee*} and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the {*council/committee*} and should provide reports in the following way {*monthly/quarterly/as appropriate in order for the council/committee to make a decision*}.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

Essential Resources

NALC LTN 1: Councils Powers to Discharge their Functions

NALC LTN 7: Non-Councillor Members of Committees

Related Knowledge Hub Pages

Working Groups

Related Knowledge Hub Documents

Working Groups

This paper is not intended or constitutes legal advice. Should you require a formal legal opinion, please contact our Member Services Team, who will contact our legal helpdesk.

This document is owned by Hampshire ALC and may be provided to other County Associations.

4. STANDING COMMITTEES, SUB-COMMITTEES & WORKING GROUPS

- a **Unless the Council determines otherwise, a standing committee may appoint a sub-committee or Working Group whose terms of reference and members shall be determined by the committee.**
- b **The members of a standing committee or Working Group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee or Working Group may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary,

Standing Committees shall not consist of more than 50% of the total Council's approved membership, currently 7 of 14. If there are more than 7 applications, its membership will be decided by a Councillors' vote at the Parish Council Annual Meeting.

Elected councillors will be required to sit on at least two Standing Committees, currently these are Finance, Policy & Resources Committee, Halls & Grounds Committee, Community & Environment Committee and Planning & Highways Committee. Also included is the West Hoe Cemetery Management Committee.

All Chairmen /Chairs, or in their absence a delegated representative of Standing Committees will sit on the Finance, Policy & Resources Committee - *this relates to Bishop's Waltham Parish Councillors only.*

The Council

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall permit a standing committee, committee or working group to appoint its own Chairman / Chair at the first meeting of the committee, and appoint a note taker as appropriate (Clerk, Councillors or Ex-Officio member).
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;

- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.
-
- e. A Councillor may be Chairman / Chair of only one standing committee. However, if a councillor is suitably skilled and able to take on additional responsibility, then it can be proposed that a Councillor can Chair two Standing Committees.
 - f. The members of a previously determined sub-committee or working group shall be appointed at the first meeting of the appropriate committee following the Council's annual meeting.
 - g. The Chairman / Chair of all sub-committees, working groups and advisory groups must provide a written report of its activities/ recommendations to its Standing Committee within 14 days of any meeting.



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

Agenda Item – Change to Standing Committees - Paper from Cllr Wilson

– for consideration

I believe at the recent F P & R meeting comments were requested to not only help run the PC meetings more effectively and efficiently, but also save resident's money by looking at matters relating to staff.

As promised, I suggest for your consideration that the PC disband the Community and Environment committee.

You may recall that in the past there was a committee for Halls, and a committee for the Grounds. By combining the two committees it has now proven how effective it is working and avoids duplication and overlaps.

The current C&E committee structure deals with grants, this can return to the responsibility of F P & R, who currently have to approve the grants anyway.

Community events are so well established, that they are entered in the calendar a year ahead. These events may be discussed at full council without taking up too much time debating, and the organisation of these events will be shared by forming working groups from the full 14 council members, and not just from C&E, who always asks for volunteers anyway.

The communications section of C&E is also well established, and again ideas formulated and progressed by working groups from full council. The employment of the Marketing and Communication Manager could develop these matters further and become their responsibility.

Any Environmental related issues cut across all other committees, but mainly falls to the responsibility of the Halls & Grounds.

Other reasons for disbanding the committee would be freeing up a short Monday meeting (most meetings last an hour, and one such meeting lasted one half hour!) Also, some councillors are unavailable on Mondays, and this prevents them being members of this committee. I have also noted that when substitutes are requested there were no volunteers, and as a result the committee only had four attendees on occasions.

The biggest saving, however, would be by cutting staff hours. One less committee, equals no requirement for a clerk.

I hope that my suggestions help and add to the staff working group's considerations.

Proposal: To consider whether or not to disband the Community and Environment Committee

Cllr Patricia Wilson
19.6.24



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

2.7.24

Agenda Item - Priory Park Clubhouse Modernisation - *for consideration*

Meeting of the Parish Council 30.4.24

PC346/23 Priory Park Clubhouse – Presentations from Architect Companies – *for consideration*

It was agreed by the Council following the conclusion of the presentations that funding for the project be investigated in parallel with a third quotations being sought.

Action: Facilities Review Working Group

In order for the Projects Manager to progress with the Priory Park Clubhouse modernisation project, there is a clear need to write a **business plan** and consider all possible **funding opportunities** available.

A business plan and public consultation will be needed before funding can be applied for.

The Facilities Review Working Group are currently:-
Cllr Latham, Cllr Nicholson, Cllr Stallard, Cllr Wilson with Mr F Taylor

.....

Proposal

To encourage the Facilities Review Working Group (or a group renamed specifically for this one facility), with the Projects Manager, to meet as soon as possible and schedule in regular meetings to draft a business plan, draw up a public consultation survey and progress funding options and report back to the relevant committees.

**Executive Officer
25.6.24**



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

02.07.24

Agenda Item – Draft Memorial Tree and Bench Policy - *for approval*

Overleaf is a draft of a Memorial Tree and Bench Policy to cover requests that are made to the Parish Council for commemorative trees or benches to be located on Parish Council land. This policy does not cover West Hoe Cemetery. A request form has also been drafted to help the requestor to supply the necessary information to the Council.

At the Halls and Grounds Committee meeting held on 18th June the draft policy was considered, and the following was resolved:

HG057/24

Memorial Tree and Bench Policy Draft – *for consideration*

Some introductory text would be added to the request form.

Action: Cllr Pavey/Administration Officer

Some examples of suitable benches would be identified and made available to people requesting that a memorial bench be located on Parish Council land.

Action: Cllr Pavey/Administration Officer

Resolved:

- i) **To forward the draft Memorial Tree and Bench Policy to the Finance, Policy and Resources Committee for consideration and adoption.**

Action: Cllr Pavey/Administration Officer

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

Proposal: **To consider the draft Memorial Tree and Bench Policy and Request Form, for approval and adoption or to respond with any modifications considered necessary.**

Administration Officer 26.06.24

Memorial Tree and Bench Policy

Bishops Waltham Parish Council

Date adopted :

SCOPE OF THE POLICY

1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.

1.2 This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the Council. The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

WHAT AND WHO IS COVERED BY THE POLICY

2.1 The policy covers any memorial bench, tree, or other lasting item placed on Bishops Waltham Parish Council-owned land or property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

2.2 For the purpose of this document anyone who requests a memorial bench or tree is referred to as 'the donor'.

LEGAL FRAMEWORK

3.1 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Council can only approve memorials on Parish Council-owned land.

3.2 Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Council is unable to install benches for such reasons.

3.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

3.4 When the Council agrees to install a bench or tree, the cost of the bench or tree is borne by the Donor. The tree or bench is the property of the Council, and the Donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.

POLICY STATEMENT

Determining requests

4.1 Enquiries for a memorial bench or tree should be made by the Donor to the Council. The request shall then be brought for consideration before the appropriate Committee. These requests will be considered on a case by case basis. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

4.2 The Council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on Council-owned property only.

4.3 Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be used.

4.4 The Council will approve the style and make of bench in advance. To ensure the health and safety of the public the Council will only approve of high quality / durable benches

4.5 The Council will supply a list of preferable trees and may also suggest an appropriate location. The size and type of tree will be agreed on in advance of planting.

4.4 The exact location of the tree or bench will be agreed with Council staff. It is the Donor's responsibility to ensure that the location is well-communicated to the Council and confirmed in writing, by letter or email, with an accompanying sketch if needed.

4.5 Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated and a local link to the parish. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin or the memorialisation cause offence to the wider community. The Council reserves the right to refuse a memorial bench or tree for other reasons. The reasons will be supplied to the applicant if requested.

Costs

4.6 The cost of the tree or bench and any installation costs will be borne by the Donor.

Commissioning

4.7 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.

4.8 Trees can be planted by donors after approval has been given by the council. A member of the Council staff will mark the site with a stake to ensure that it is planted in the pre-agreed place.

4.9 Donors can request that the tree is planted by a Parish Council contractor or staff, however we reserve the right to invoice the donor on a time cost basis for the time taken to complete this by any member of the Council staff. Donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.

4.10 No scattering of ashes of humans or pets at any site either at the time or a later date will be permitted.

Plaques

4.11 Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. No plaque may be affixed to a tree itself.

Maintenance

4.12 Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.

4.13 The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons. A replacement tree or bench maybe considered at the cost of the donor should they wish to at that time.

4.14 Whilst the council understand that this can be a sensitive time for Donors, we also need to consider the impact of the wider community and the environment. Therefore, no placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

4.15 The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

4.16 The council would welcome the Donors participation in watering a memorial tree in the initial stages to ensure it has the best chance of survival.

Memorial duration

4.17 The Council cannot guarantee a length of time a bench or tree can remain in situ. Whilst the Council will do its best to preserve a memorial tree and/or bench for as long as possible there will come a time when these reach the end of their lifespan. Once a tree or bench is deemed unfit and in order to protect the health and safety of the public it will be removed. If the Donor is still local, (or can be contacted) they will be offered the opportunity to replace an existing memorial bench or tree with a new replacement at that time. This replacement cost would be borne by the Donor.

Memorial Tree and Bench Request Form

If you would like to request the addition of a memorial tree or bench to Parish Council land in memory of a loved one, we kindly ask that you please complete the form below. The information you provide will allow the Council to consider your request.

Please see Bishop's Waltham Parish Council's Memorial Tree and Bench Policy before submitting your request form.

Please email your completed request form to admin@bishopswaltham-pc.gov.uk or alternatively, post to 'Bishop's Waltham Parish Council, Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire. SO32 1ED'.

Your name	
Your telephone number	
Your email address	
Name of person you wish to commemorate	
How was your loved one linked to Bishop's Waltham	
What would you like to request to commemorate	Bench / Tree (please delete as appropriate)

Memorial Bench

Type of bench (please supply a picture of the bench or internet link to model of bench you are requesting)	
Do you have a preferred location?	
Would you accept an alternative site if this was not deemed suitable?	

Memorial Tree

Type of tree preferred	
Do you have a preferred location?	
Would you accept an alternative site if this was not deemed suitable?	