

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 3rd September 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 receive and accept apologies for non-attendance.
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 6th August 2024
6. Actions arising from the minutes of the meeting of 6th August 2024 - *for information only*
7. Report from Finance Manager - *for information only*
8. Finance matters:
 - i) Payments Schedule – *to approve payments.*
 - ii) Bank Account Reconciliations Month 4 – *to note the review by the Chairman*
 - iii) Parish Council Balance Sheet – *to note current position*
 - iv) Income and Expenditure Forecast - *to note current position*
 - v) Ear Marked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Annual Governance and Accountability Return 2023/2024 – *for consideration*
11. Parish Council Budget Setting 2025/26 - *for consideration*
12. Jubilee Hall Car Park Business Rates – *for ratification*
13. Reinvestment of Funds Paper – *for ratification*
14. Requests for future agenda items - *for information only*
15. Date of next meeting – 1st October 2024
16. Motion for confidential business:

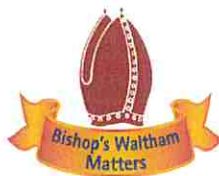
The following motion will be moved on the completion of the above business:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
17. Debtors' List - *for consideration*
18. Well House – *for consideration*
19. Staffing Matters – *for consideration*



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 3rd September 2024 at 7pm

- 20. Land Acquisition Update – *for consideration*
- 21. Land Transfers – Updates – *for consideration*
- 22. Draft Invitation to Tender for Priory Park Overflow Car Park – Recommendation from the Halls and Grounds Committee – *for consideration*
- 23. Priory Meadow Annual Wildflower Maintenance Cost - Recommendation from the Halls and Grounds Committee – *for ratification*
- 24. Quotations for Electrical Installation Condition Reports - – Recommendation from the Halls and Grounds Committee – *for consideration*
- 25. Quotations for Speedwatch Camera Replacement – *for consideration and approval*

E McKenzie
Clerk to the Committee
28th August 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 6th August 2024 at 7pm.

Present: Cllr Homer Co-opted Member for the meeting
Cllr Jones
Cllr Marsh
Cllr Nicholson
Cllr Williams

In attendance: Mrs H Fisher Finance Manager
Mrs E McKenzie Executive Officer

Members of the public: 0

Cllr Nicholson opened the meeting and asked for nominations to elect a Chairman of the Committee.

FPR48/24 To elect a Chairman of the Committee
Nominated: Cllr Jones. No other nominations received.
Resolved: To elect Cllr Jones as Chairman of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Homer

Cllr Jones thanked the Committee members for their votes and accepted the role.

FPR49/24 To elect a Vice Chairman of the Committee
Nominated: Cllr Pavey. No other nominations received.
Resolved: To elect Cllr Pavey as Vice Chairman of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Jones

Cllr Pavey had agreed via messaging to accept the role which the Committee noted happily.

FPR50/24 To receive and accept apologies for non-attendance
Cllr Pavey – Family Commitments
Cllr Stallard – Work Commitments
Resolved: To accept apologies for non-attendance and the co-option of Cllr Homer for the evening
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

FPR51/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
Cllr Nicholson – agenda item 20 (FPR67/24)

FPR52/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.

FPR53/24 Public Session
No members of the public present.
Cllr Marsh explained that a member of the public had raised concerns with her regarding the speed of traffic and safety of the pond viewing area alongside the B2177. It was noted that, at the request of the PC, a pedestrian crossing was being considered by HCC by the Sainsburys area of

the B2177. The campaign to lower the speed limit from 40mph to 30mph from Station Roundabout along the Corhampton Road was also highlighted. Issues to be passed to the Planning and Highways Committee to note.

FPR54/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 2nd July 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 2nd July 2024

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour who were present at the meeting of 2nd July 2024

FPR55/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 2nd July 2024

Noted.

Regular contact with St Peter's Church was noted and the first invoice for Churchyard maintenance had been received and paid.

Meetings to progress the Priory Park Clubhouse project were being scheduled by the Projects Manager.

FPR56/24 Report from Finance Manager

Noted.

Queries relating to the External Audit had been answered promptly.

The pension scheme approval process would be referred to full Parish Council for approval.

The maturity value for the fund invested with Arbuthnot Latham had only just been received and therefore the request to reinvest such funds would also be referred to full Parish Council.

The SDNP CIL funds for Bishop's Waltham had been checked and noted as accurate.

FPR57/24 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £197,904.54

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ii) Bank Account Reconciliation Month 3

Resolved: to note the review of the Bank Account Reconciliations Month 3 by the Chairman.

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

v) Ear Marked Reserves

Noted.

FPR58/24 Capital Control Report

Noted.

- FPR59/24 Internal Audit Tender**
The committee considered the tenders received for independence, competence, and scope before approving a preferred supplier for appointment.
Resolved: To recommend to Full Council the appointment of April Skies Accounting as the Internal Auditor for the Parish Council for the period 2024-2027
Proposed: Cllr Williams
Seconded: Cllr Nicholson
All in favour **ACTION: Executive Officer**
- FPR60/24 Training Budget 2024-5**
The costs already accrued were noted and considered necessary and appropriate for staff and councillor training. These requirements would be further discussed at the budget meetings in September to strategically plan ahead and budget accordingly.
- FPR61/24 Jubilee Hall Solar Project Update**
The update from the Halls and Grounds Committee was noted.
Resolved:
i) **To approve the revised quotation for the solar panel project at the Jubilee Hall of £61,374.42, excluding VAT, and refer to Parish Council for ratification.**
ii) **To note that the Administration Officer had sought advice to ensure compliance with the Public Contracts Regulations 2015 and had received confirmation that no further action was required.**
Proposed: Cllr Nicholson
Seconded: Cllr Williams
All in favour **ACTION: Executive Officer**
- FPR62/24 Report from Meeting with the Meon Valley Bowling Club regarding Licence Renewal**
Noted.
Resolved: To note the meeting notes tabled and continue to work with the Meon Valley Bowls Club on a renewal of their licence.
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour. **ACTION: Executive Officer / Halls & Grounds Committee**
- FPR63/24 Requests for future agenda items**
Budget Setting Process
Staffing Sub-Committee – salaries review
Land Acquisition Update
- FPR64/24 Date of next meeting – Tuesday 3rd September 2024**
Noted.
- FPR65/24 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.
- FPR66/24 Debtors' List**
Noted. The Finance Manager explained the list as all in hand.

Cllr Nicholson left the room.
- FPR67/24 Mowing Licence**
The application received was duly considered.
Resolved: To approve the licence for the mowing of West Hoe Meadow to JC Nicholson and Son at a cost of £100 per annum, plus administrative fee and VAT, for a period of three years.
Proposed: Cllr Marsh
Seconded: Cllr Williams
4 in favour, 1 abstention

Cllr Nicholson rejoined the meeting.

FPR68/24

Well House

Cllr Jones provided an update on the property currently on the market for sale. It was felt that the value of the property needed to be reflected in any offers for purchase and due time would be needed to achieve this potential. The placement of an overage on the property was suggested.

Resolved:

- i) **To refuse the initial offer of £200K but invite increased offers**
- ii) **To review the offers made in the September and October meetings before considering a change in pricing strategy**

Proposed: Cllr Williams

Seconded: Cllr Homer

All in favour.

FPR69/24

Staffing Matters

i) **Staffing Review Invoice Query**

Resolved: To accept the 20% discount offered by Hampshire Association of Local Councils

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ii) **Salaries Query**

The totals provided as a summary of budgeted and actual costs were tabled. This was duly noted and the overall savings recognised. The Committee thanked the Finance Manager for her time and conscientious approach to this task.

FPR70/24

Quotations for Water Risk Assessments

The quotations were duly deliberated.

Resolved: To appoint Commercial Environmental Services Ltd to carry out Water Risk Assessments on all relevant Parish Council buildings at a price of £612.50 excluding VAT.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour.

FPR71/24

Hedge Cuttings Quotations

The quotations tabled were considered.

Resolved: To appoint PJ & CM Froud to undertake the annual hedge cutting work at a price of £3,200.00 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

There being no further business the meeting ended at 8:14pm.

**Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 6.8.24**

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	Complete	EO	In regular contact. First invoice paid in July 24.
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
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	iv) To investigate property for New Homes v) To keep in mind 'Hot Desk hub' idea	iv) June 24 v) June 24	WG & EO	Change of EA made when contract ended 28.6.24
FPR249/23, FPR62/24	Bowls Club Lease	To monitor Bowls Club lease renewal	Jun-24	WG/AO/EO	Draft lease to be considered by FP&R. Agenda item August 24.
FPR267/23	Two New Policies	To draft new policies on menopause and flexible working	Jul-24	WG (KJ/RS) /EO	Meeting due
FPR275/23	OH Assessments	To organise OH Assessments	Jul-24	EO	In progress. One completed and referred to SSC.
FPR16/24	Bodycam Procedure	Update	Aug-24	EO	
FPR39/24	Priory Park Clubhouse	Set regular WG meetings	Complete	PM	Refer to PM and H&G
FPR59/24	Internal Auditor	To refer appointment to PC	Complete	EO	PC meeting 13.8.24
FPR61/24	JH Solar Panel Project	To refer update to PC	Complete	EO	PC meeting 13.8.24



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

3.9.24

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

Budget Setting 2025-26

I have already begun the task of drafting budgets for each committee with a view to meeting the individual committee budget setting working groups over the next month. Each committee will finalise its draft budget to be brought to this committee and Parish Council in November.

Open Space Fund

The Open Space Fund of £19504.45 has now been received, which has been earmarked to fund the Albany Road Playpark and Montague Road Play Park projects.

Pensions

The issue with not being able to add new employees to the Hampshire Pension Scheme (HPS) has now been resolved. I have forwarded the resolution to allow all staff members to join the scheme to HPS, which has been accepted and they will process the new joiner.

Basingwell Street Public Conveniences

We received an invoice from Winchester City Council for the contribution to the costs of the Basingwell Street Public Conveniences for the 2023/2024 financial year. However, the invoice was double our normal contribution. This invoice was disputed, and it was agreed that no notice had been given regarding increased charges, and a new invoice was raised. The new invoice issued was still £1312.41 more than the agreed contribution, so I queried again. After investigation it was acknowledged that although they wished to increase the contribution, we had not been provided with any notice. Therefore, the invoice would be issued again at the agreed contribution rate. I was advised that a letter is being prepared to talk about the utility bills being charged from next year, plus the increase in cleaning bills, but that won't affect this Council as it is taking on the cleaning of the public conveniences internally.

Finance Manager 23.8.24



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

3.9.24

Agenda Item – Finance Matters – *for consideration*

Finance matters:

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

Finance Manager 27.8.24

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier Account	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analyst Description	Posted	Approved	Pay By?	Paid	Comments
1stKLAS	31/07/2024	21/08/2024	INV-21406	£324.00		£64.80	4282	250	PP Cleaning Jul 24	Yes		BT	21.08.24	
AMAZON	13/08/2024	13/08/2024	GR4SHYUAEI	£19.70		£3.96	4320	275	Socket Protector	Yes		BC		
AMAZON	13/08/2024	13/08/2024	14102	£11.83		£2.37	4320	240	Wall mounted coat hooks	Yes		BC		
AMAZON	14/08/2024	14/08/2024	13929	£13.32		£2.67	4320	240	Hi Vis Yellow Paint	Yes		BC		
AMAZON	14/08/2024	14/08/2024	104096	£3.86		£0.77	4320	240	Warning Fertiliser Sign	Yes		BC		
AMAZON	23/08/2024	23/08/2024	GB4SPYLL*AEUI	£23.54		£4.75	4313	230	Fire Safety Signs	Yes		BC		
AFM	07/08/2024	15/09/2024	511819	£88.25		£0.00	4141	100	3 x Safety Helmet & Earmuff	Yes		BT		
AQUADITION	15/08/2024	14/09/2024	35351	£180.21		£36.04	4277	Various	Water Monitoring Aug 24	Yes		BT		
AQUADITION	15/08/2024	14/09/2024	35352	£60.07		£12.01	4277	275	Water Monitoring Aug 24	Yes		BT		
BOO LLP	21/08/2024	04/09/2024	INV-00571860	£2,100.00		£420.00	4095	100	External Audit to 31/03/24	Yes		BT		
BISHOP	07/08/2024	07/08/2024	SI-0000395772	£31.95		£6.39	4310	200	120 Plastic Goal Net Ground Pegs	Yes		BC		
BRIT GAS	06/08/2024	23/08/2024	811419550	£133.63		£6.68	4344	260	JH Gas 02/07/01/08/24	Yes		DD		
BUSINESS STREAM	15/08/2024	29/08/2024	0045	£293.78		£0.00	4345	240	JH Water 17/05-14/08/24	Yes		DD		
BW LANDSCAPING	21/08/2024	21/08/2024	CO045	£350.00		£0.00	4270	261	JH Tree Works	Yes		BT		
CPC	07/08/2024	30/09/2024	5086043	£19.33		£3.87	4309	200	Antibac hand spray	Yes		BT		
DIGI TOOLBOX	10/08/2024	24/08/2024	7894061	£1,017.44		£203.48	4044	100	IT/Telecoms Support/Service	Yes		DD		
ELLIOTS	06/08/2024	31/08/2024	SI9134361	£12.13		£2.43	4310	200	Screws	Yes		BT		
ENGIE GAS LTD	08/08/2024	22/08/2024	1-01379336	£78.75		£3.94	4344	250	PP Gas 01/07-31/07/23	Yes		DD		
FLASHBAY	23/08/2024	23/08/2024	IN1364324	£88.70		£17.74	4025	100	ASCO Notebooks	Yes		BT		
FORWARD	01/08/2024	30/08/2024	8924	£40.00		£8.00	4332	260	JH Security Aug 24	Yes		BT		
FUELGEMIE	01/08/2024	15/08/2024	10663685	£538.99		£107.78	Various	200	Fuel card charges Jul 24	Yes		DD		
HALC	28/05/2024	27/05/2024	INV-6705	£98.00		£19.60	4010	105	JS Councillor Training	Yes		BT		
HANTS CC	16/08/2024	13/09/2024	3910042235	£145.00		£0.00	4144	290	Oak Road Rent Sep 24-Aug 25	Yes		BT		
HANTS CC	16/08/2024	16/08/2024	58296821	£77.83		£15.57	4309	230	Hand towel and bin bags	Yes		BT		
HUMPHREY	23/08/2024	23/08/2024	INV3815	£185.00		£37.00	4337	240	JH Toilet Repairs	Yes		BT		
HUMPHRY	26/08/2024	26/08/2024	4583	£40.00		£8.00	4273	100	Payroll Services - Aug 2024	Yes		SO		
INFO COMM	27/08/2024	06/10/2024		£55.00		£0.00	4046	105	ICO Certificate	Yes		DD		
Inter Account Transfer	05/08/2024		20496254	£18,412.33		£0.00	N/A	N/A	Solar Panels Deposit	Yes		IAT	05.08.24	
Inter Account Transfer	05/08/2024		20496238	£18,412.33		£0.00	N/A	N/A	Solar Panels Deposit	Yes		IAT	05.08.24	
Inter Account Transfer	19/08/2024		20496241	£33,800.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	19.08.24	
Inter Account Transfer	19/08/2024		20496238	£33,800.00		£0.00	N/A	N/A	Supplier Payments	Yes		IAT	19.08.24	
Inter Account Transfer	23/08/2024		20496238	£19,504.45		£0.00	N/A	N/A	WCC OSF EMR	Yes		IAT	23.08.24	
Inter Account Transfer	23/08/2024		20496254	£19,504.45		£0.00	N/A	N/A	WCC OSF EMR	Yes		IAT	23.08.24	
Inter Account Transfer	27/08/2024		20496241	£30,000.00		£0.00	N/A	N/A	WCC OSF EMR	Yes		IAT	27.08.24	
Inter Account Transfer	27/08/2024		20496238	£30,000.00		£0.00	N/A	N/A	WCC OSF EMR	Yes		IAT	27.08.24	
Inter Account Transfer	29/07/2024	29/07/2024	11401	£990.00		£198.00	4333	400	Install 2 x Kissing Gates	Yes		BT	09.08.24	
MAC FENCING	06/08/2024	12/08/2024	INV15083	£140.00		£28.00	4364	299	Southern Footpath - A2 Map	Yes		BT	12.08.24	
NETWORK MERCHANTS	31/07/2024	31/08/2024	INV92070	£150.00		£30.00	4150	261	JHCP Card Charges Jul 24	Yes		DD		
NETWORK	07/08/2024	07/08/2024	513250739	£116.67		£23.33	4327	290	Replacement goal parts	Yes		BT	20.08.24	
OCCUPATIONAL HEALTH	31/07/2024	30/08/2024	INV-15861	£500.00		£0.00	4105	100	OHA Consultation	Yes		BT		
RECORD MGMT	31/07/2024	30/08/2024	REC004020	£42.14		£8.43	4049	100	Data Storage Jul 23	Yes		BT		
SAFETYSIGNSALESS	17/07/2024	16/08/2024	4136154	£48.64		£9.73	4364	299	Speed Bumps Sign	Yes		BT	20.08.24	EMR 373
SAFETYSIGNSALESS	02/08/2024	02/08/2024	4150757	£25.66		£5.13	4313	230	Halls Safety Signs	Yes		BC		
SCREWFIX	05/08/2024	30/09/2024	1524166952	£37.49		£7.50	4312	200	Forge Steel Measuring Wheel	Yes		BT		
SCREWFIX	07/08/2024	30/09/2024	1525397540	£6.82		£1.36	4310	230	Gloves and broom handle	Yes		BT		
SCREWFIX	07/08/2024	30/09/2024	1525397559	£21.19		£4.24	4310	230	Gloves/Overspecs/Broom Head	Yes		BT		
SCREWFIX	07/08/2024	07/08/2024	1525055402	£2.49		£0.50	4310	230	Gloves	Yes		BT		
SCREWFIX	19/08/2024	30/09/2024	1529027886	£53.62		£10.72	Various	Various	Padlock/Overalls/Latch	Yes		BT		
SIGNISHED	02/08/2024	02/08/2024	SHED772202	£16.73		£3.35	4313	230	Halls Safety Signs	Yes		BC		
SSE ENERGY SOLUTIONS	08/08/2024	22/08/2024	INV1325628	£1,504.95		£300.99	4343	260	JH Electric 20/10/23-31/07/24	Yes		DD		Reversed estimates
SSE ENERGY SOLUTIONS	08/08/2024	22/08/2024	INV1324692	£258.69		£51.73	4343	240	JR Electric 01/02-31/07/24	Yes		DD		Reversed estimates
SSE ENERGY SOLUTIONS	10/08/2024	24/08/2024	INV1339901	£112.65		£5.63	4343	261	JHCP Electric 01/05-31/07	Yes		DD		Reversed estimates
SSE ENERGY SOLUTIONS	08/08/2024	22/08/2024	INV1326542	£656.59		£32.83	4343	280	GS Electric 18/10/23-31/07/24	Yes		DD		Reversed estimates
SSE ENERGY SOLUTIONS	12/08/2024		CN00207320	£500.91		£215.16	4343	250	PP Electric 01/02-31/07/24	Yes		DD		Reversed estimates
UPS	07/06/2024	07/06/2024	305444865	£14.79		£2.96	4025	100	Parcel return	Yes		BC	04.07.24	
VECK	19/08/2024	19/08/2024	TVEXPAGU24	£17.70		£0.00	Various	Various	Key cutting and refreshments	Yes		BT		
VIKING DIR	08/08/2024	07/09/2024	4592594	£105.63		£15.81	4025	100	Office Supplies	Yes		BT		
VIKING DIR	15/08/2024	14/09/2024	4621499	£3.47		£4.16	4025	100	Mind head sign	Yes		BT		
VIKINGSIGNS	02/08/2024	02/08/2024	INV208755	£5.28		£1.06	4313	230	Halls Safety Signs	Yes		BC		

WCC		07/08/2024	06/08/2024	5100857965		£3,008.99	£0.00	£3,008.99	4272	105	Public Conveniences 23/24	Yes			BT	
WHEATLEY		13/08/2024	13/08/2024			£240.00	£48.00	£288.00	4338	240	HR Painting				BT	
Total								£15,166.29								

All invoices listed have been examined, verified and certified by the Finance Manager (RFO)

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

Time: 11:08

**Bank Reconciliation Statement as at 22/07/2024
for Cashbook 2 - Barclays Saver 63966682**

Page 1

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Active Saver A/c	22/07/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book Is :-	0.00
		Difference Is :-	0.00

Signatory 1: BARRY NICHOLSON
Name B. Nicholson Signed B. Nicholson Date 27/08/2024

Signatory 2:
Name H. FISHER Signed H. Fisher Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:16

Bank Reconciliation Statement as at 18/07/2024
for Cashbook 3 - Barclays Premium 40378860

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Tracker A/c	18/07/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 27/08/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:18

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		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 [Signature] Date 27/08/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:18

Bank Reconciliation Statement as at 31/07/2024
for Cashbook 9 - Barclaycard Commercial

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	30/06/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name

LARRY NICHOLSON

Signed



Date

27 AUG 2024

Signatory 2:

Name

H. FISHER

Signed



Date

27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:19

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		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 BARRY NICHOLSON Signed [Signature] Date 27 AUG 2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:21

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		20,655.20
			20,655.20
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			20,655.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			20,655.20
		Balance per Cash Book is :-	20,655.20
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 27 AUG 2024

Signatory 2:

Name H. FLORES Signed [Signature] Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:22

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		136,299.97
			136,299.97
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			136,299.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			136,299.97
		Balance per Cash Book is :-	136,299.97
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 27 AUG 2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 27/08/24

Date: 27/08/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:23

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		181,967.63
			181,967.63
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			181,967.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			181,967.63
		Balance per Cash Book is :-	181,967.63
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 27 AUG 2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 27/08/24

iii) Parish Council Balance Sheet

– *to note current position.*

12:03

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	338
105	VAT Control Account	7,151
219	A&L 3m Fixed Term Deposit A/c	422,356
221	Unity Current 20496238	20,655
222	Unity Savings 20496241	136,300
223	Unity Savings 20496254	181,968
250	Petty Cash	0
Total Current Assets		768,769
<u>Current Liabilities</u>		
500	Creditors	58,055
565	Holding Deposits	3,128
Total Current Liabilities		61,183
Net Current Assets		707,585
Total Assets less Current Liabilities		707,585
<u>Represented by :-</u>		
300	Current Year Fund	19,721
310	General Reserves	350,025
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	23,500
341	Replace IT Equipment	2,078
350	Bldings Replace / Refurb - CYF	85,000
355	Tennis Court Maintenance - CYF	16,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	3,152
373	South F'path -CIL/WCIL/S106	(25,068)
374	Replace Skate Park - CIL/WCIL	15,676
375	Floor Polisher - CYF	334
376	Solar Panels JH - CIL/WCIL	40,563
377	Extend Parking PP - CIL	51,228
378	Albany Road Play - S106/OSF	(14,415)
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		707,585

iv) Income and Expenditure Forecast

– *to note current position.*

Income & Expenditure Report
2024-2025

Total Parish Council

Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	Change %	Material Variance Reason (over 25% or £2000)
Finance, Policy and Resources Committee																	
Total Income	£2,377	£5,015	£4,321	£348	£5,610	£3,431	£1,311	£7,151	£3,791	£1,291	£7,291	£3,281	£45,218	£20,798	£24,420		117% Bank Interest
Total Expenditure	£35,136	£32,866	£28,651	£26,467	£32,467	£32,465	£45,641	£31,007	£33,710	£36,482	£31,134	£39,700	£412,440	£435,222	£12,782		3%
Total Net Revenue Expenditure	£32,759	£27,851	£22,530	£34,633	£26,857	£29,034	£44,330	£23,856	£29,919	£35,191	£23,843	£36,419	£367,222	£404,424	£37,202		9%
Total Capital Income	£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	£28,195	£22,530	£34,633	£26,857	£29,034	£45,236	£23,856	£29,919	£35,191	£23,843	£36,669	£368,722	£405,924	£37,202		9%
Halls and Grounds Committee																	
Total Income	£17,163	£3,156	£7,957	£9,280	£5,956	£7,618	£9,153	£6,770	£6,621	£9,028	£6,620	£6,130	£95,452	£89,788	£5,664		6% Hire increases & WCC Open Space Fund
Total Expenditure	£8,287	£15,841	£7,938	£20,808	£13,641	£7,250	£32,917	£13,050	£11,180	£15,493	£10,442	£19,631	£175,476	£183,091	£6,613		4%
Total Net Revenue Expenditure	£8,876	£12,685	£11,928	£11,528	£7,685	£3,968	£23,764	£6,280	£4,559	£6,465	£3,822	£13,501	£81,026	£93,303	£12,277		13%
Total Capital Income	£0	£0	£0	£0	£45,319	£0	£40,000	£0	£0	£0	£49,000	£0	£134,319	£58,797	£75,522		128% Additional funding
Total Capital Expenditure	£43,541	£4,560	£74,966	£42,423	£20,716	£95,233	£27,894	£0	£0	£111,000	£0	£0	£420,333	£242,448	£177,885		73% Additional expenditure unbudgeted
Total Net Capital Expenditure	£43,541	£4,560	£74,966	£42,423	£24,603	£95,233	£12,106	£0	£0	£111,000	£49,000	£0	£286,014	£183,651	£102,363		56% As above
Total Net Committee Expenditure	£34,665	£17,245	£74,947	£53,951	£16,918	£94,865	£11,658	£6,280	£4,559	£117,485	£45,178	£13,501	£367,040	£276,954	£90,086		33% As above
Community & Environment Committee																	
Total Income	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£100	£900		900% Grant awarded
Total Expenditure	£35	£5,504	£610	£2,426	£950	£1,000	£3,809	£1,550	£65	£0	£2,169	£1,433	£19,551	£23,395	£3,844		16%
Total Net Revenue Expenditure	£965	£5,504	£610	£2,426	£950	£1,000	£3,809	£1,550	£65	£0	£2,169	£1,433	£18,551	£23,295	£4,744		20%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£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	£2,426	£950	£1,000	£4,059	£1,550	£65	£0	£2,169	£1,683	£19,051	£23,795	£4,744		20%
Planning & Highways Committee																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£990	£950	£0	£450	£0	£0	£0	£0	£0	£2,290	£2,300	£10		0%
Total Net Revenue Expenditure	£0	£0	£0	£990	£950	£0	£450	£0	£0	£0	£0	£0	£2,290	£2,300	£10		0%
Total Capital Income	£600	£0	£0	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£5,600	£500	£5,100		1020% Grant awarded
Total Capital Expenditure	£0	£484	£0	£0	£0	£7,500	£1,250	£0	£0	£0	£0	£250	£9,484	£2,000	£7,484		374% Grant expenditure & SID Underspend from 23/24
Total Net Capital Expenditure	£600	£484	£0	£0	£0	£2,500	£1,250	£0	£0	£0	£0	£250	£3,884	£1,500	£2,384		159% As above
Total Net Committee Expenditure	£600	£484	£0	£990	£950	£2,500	£1,700	£0	£0	£0	£0	£250	£8,174	£3,800	£4,374		52% As above
Joint Managed Services																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£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		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Committee Expenditure	£0	£0	£0	£0	£0	£0	£0	£6,000	£0	£0	£0	£6,000	£12,000	£12,000	£0		0%
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		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%

[illegible]

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 - Montague Road Play Areas - S106/CIL/OSF	£548	£0	£0	£0	£0	£0	£0	£2,820	£0	£0	£0	£0	£0	£548	£0	£0
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£8,744
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£17,150	£0	£0	£0	£0	£0	£0	£0	£0	£6,350
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
350	EMR - Elections Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£90,000
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£0	£0	£13,100
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
373	EMR - Southern Footpath - CIL/WCIL/S106	£0	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£9,063	£43,145	£10,000	£15,298	£6,006	£25,815	£0	£0	£0	£0	£0	£0	£0	£0	£0	£746
375	EMR - Floor Polisher (PP) - PC	£50,583	£0	£0	£1,166	£17,060	£15,676	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£334
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£59,750	£0	£0	£3,450	£19,187	£0	£44,583	£0	£0	£0	£0	£0	£0	£0	£0	£35,980
378	EMR - Albany Road Play Park - S106/OSF	£54,678	£0	£0	£0	£0	£0	£0	£0	£0	£0	£100,000	£0	£0	£0	£0	£228
379	EMR - Building Maintenance - PC	£59,401	£0	£450	£73,196	£170	£17,232	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,817
380	EMR - Name Sign (JH) - PC	£18,500	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£0	£0	£6,000
390	EMR - Stackable Chairs (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000
393	EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£926
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£12,867	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£42,889
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,660
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£472,382	£43,145	£25,462	£74,437	£42,423	£25,404	£95,233	£19,011	£0	£0	£111,000	£49,000	£222,361	£99,298		£250,021

Approved transfers
PC321/231
PC329/23



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

3.9.24

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

Capital Control Report 2024-2025 (Month 4).

Finance Manager
27.8.24

Bishop's Waltham Parish Council
Capital Projects Control 2024-25 Budget
Month 4

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
					Funding Budget £'s	Unfunded £'s				
F, P & R Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0		
	4350 4408	Minor Assets	Oct/Mar	500	0	500	0	0		
		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	1099	EMR Movements		0	0	0	0	0	0	
		Total Net Committee Expenditures		1,500	0	1,500	344	0		
	1336 1368 1400	Income - Asset Disposals	Not expected	0	0	0	0	0	0	
		WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000		EMR 376 Solar Panels
		WCC S106 Funding 2024-25	Jul	0	0	0	0	25,815		EMR 373 Southern Footpath
WCC Open Space Fund		Jul	18,797	18,797	0	0	19,504		EMR 315 Montague Rd/378 Albany Rd	
Expenditure	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	134,319		
	4350 4364 4365 4368 4386 4390	Minor Assets	Oct	2,500	0	2,500	926	2,104		Replacement Bins (red)/Step Ladder/Ego Blower Kit
		Southern Footpath/Cycleway	Jul	0	0	0	6,006	0		EMR 373
		Replace Tractor	Sep	0	0	0	0	33,500		EMR 330
Replace Topper/Mower		Sep	0	0	0	0	17,150		EMR 340	
Expenditure	4386 4390	Floor Polisher PP	-	0	0	0	1,166	0		EMR
		Replace Skate Park	Apr/Jul/Aug	0	0	0	60,205	15,676		EMR 374
	4393 4415 4417	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	19,187	63,770		EMR 376
		Tennis Court Maintenance	Jul	6,000	6,000	0	0	4,900		EMR 355
		Upgrade Intruder Alarm (JH)	Oct	2,500	0	2,500	0	2,500		EMR 351
Expenditure	4420 4422	Costs - Purchase of Community Asset	May/Jun	0	0	0	3,311	0		EMR 336
		Replace Paving Stones	Oct	2,500	0	2,500	0	2,500		EMR 315 (£2,820 ind £2,272 WCC-OSF)
	4423 4432 4450	EV Chargers	Jan	11,000	11,000	0	0	11,000		EMR 377
		Montague Rd Play Areas	Oct	0	0	0	0	2,820		EMR 390
		Extend Parking (PP)	Sep	0	0	0	0	0		EMR 379
C & E Committee Income	4484 4487 4500	Stackable Chairs (JH)	May	0	0	0	874	0		EMR 378 (£73,646 inc £17,232 WCC-OSF)
		Building Maintenance	Oct	18,500	18,500	0	0	18,500		
	4487 4500	Albany Road Play Park	May/Jul	78,198	78,198	0	73,816	0		
		Total Gross Committee Expenditures		220,948	213,448	7,500	165,491	174,420		
		EMR Movements		154,651	154,651	0	164,565	32,997		
Total Net Committee Expenditures				7,500	0	7,500	926	7,104		
P & H Committee Income	4350	Total Gross Committee Income		0	0	0	0	0	0	
		Minor Assets	Oct/Mar	500	0	500	0	0		
	4350	Total Gross Committee Expenditures		500	0	500	0	0		
		EMR Movements		0	0	0	0	0		
		Total Net Committee Expenditures		500	0	500	0	0		
P & H Committee Income	1302	Grant - Stiles / Kissing Gales	Oct	500	0	500	600	0		
		Total Gross Committee Income		500	0	500	600	0		
	1302	EMR Movements		0	0	0	0	0		
		Total Net Committee Expenditures		500	0	500	0	0		

[illegible]



Bishop's Waltham Parish Council

3.9.24

Agenda Item – AGAR 2023/2024 – *for consideration*

The review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 is now complete and the signed external auditors report and certificate was provided by BDO LLP on 22nd August 2024.

Action is now required to: -

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2024** which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Please note section 2 of the external auditor's report. Assurance has been provided to the external auditors that the inspection period of the accounts for the year ended 31 March 2024, will be checked and confirmed before publication, to ensure proper provision for the exercise of public rights during 2024/25 and that full consideration would be given when appointing an internal auditor for the 2024/25 financial year.

Proposal:

To consider external auditors report for the 2023/24 financial year, and the other matters brought to the Councils attention.

Finance Manager
27/08/24

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Bishop's Waltham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

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

The smaller authority has confirmed that it has not complied with the governance assertions in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor responses to internal control objective M in the annual internal audit report.

The council have provided minutes resolving to re-appoint the internal auditor, but the minutes do not indicate whether the independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

ENTER BDO LLP - Southampton AUDITOR

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1...

Date

20 August 2024 /YYYY



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

3.9.24

Parish Council Budget Setting 2025/26

Timeline:

September 2024	Committees to set up working groups and arrange meetings.
October 2024	Draft proposals to Committees for consideration
November 2024	Committee proposals to F, P & R
December 2024	F, P & R final recommendations to Full PC if ready
January 2025	To Full PC for budget and precept agreement.

Proposals:

1. To advise the Committees of the timeline for budget setting.
2. All Salaries and their associated costs will be recommended to the F,P&R Committee by the Staffing Sub-Committee.
3. Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.
NB: Capital budgets to reflect the Council's Forward Plan if appropriate.
4. To agree the working group for this Committee and to arrange date for the first meeting.



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

3.9.24

Agenda Item – Jubilee Hall Car Park Business Rates – for ratification

I submitted a check and challenge case to the Valuation Office Agency regarding the Business Rates applied to the Jubilee Hall Car Park over a year ago. I received a response in August with a very detailed review of the challenge case and evidence provided and a proposed reduction to the rateable value from £18,250 to £10,750. As a rough guide, this would equate to an annual business rates charge of approximately £5,346.98, rather than £9,077.43, a saving of £373.04 per month! This revaluation will be effective from 1st April 2023, so will be backdated.

A decision to agree to accept the proposed reduction was required by 30th August 2024, therefore approval was sought from the Chairman of the Halls and Grounds Committee.

Proposal:

To ratify the decision to approve the agreement to accept the proposed reduction in the Jubilee Hall Car Park Rateable Value from £18,250 to £10,750 from 1st April 2023.

Finance Manager
22/08/24



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

3.9.24

Agenda Item – Reinvestment of Funds – *for ratification*

At the Parish Council meeting held 13th August 2024, approval was given to reinvest funds held with Arbuthnot Latham for 3 months at 4.8%.

However, due to the reduction of the Bank of England base rate, Arbuthnot Latham reduced their 3 month rate to 4.5%.

Approval to proceed was given by the Finance, Policy and Resources Committee Chairman

Proposal:

To ratify the decision to reinvest funds of £427,466.35 with Arbuthnot Latham for 3 months at 4.5%.

**Finance Manager
22/8/24**