



Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 17th September 2024 at 7:00pm

The meeting will be open to the public unless the Committee directs otherwise.
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, non-pecuniary interests relating to items on this agenda
4. Public Session – to last no longer than 30 minutes - *for information only*
5. To approve the minutes of the Halls & Grounds Committee - 20th August 2024
6. Actions arising from meeting 20th August 2024 - *for information only*
7. Estate Manager's Report - *for information*
8. Senior Groundsman's Report - *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports - *for information*
11. Budget Setting 2024-2025 – Update from Working Group - *for information*
12. Grant Opportunities - *for consideration*
13. Report from the Senior Groundsman relating to the Maintenance of West Hoe Cemetery – *for consideration*
14. Shared Southern Pathway Project Update - *for information*
15. Jubilee Hall Solar Project Update - *for consideration*
16. Export SEG Progress Update - *for consideration*
17. Albany Road Play Area Update - *for consideration*
18. Priory Park Overflow Car Park Drainage Repair Works Update - *for consideration*
19. Priory Park Parking Issues - *for consideration*
20. Correspondence - Traffic Concerns at Hoe Road Recreation Ground - *for consideration*
21. Correspondence - Montague Road Wildflower Area - *for consideration*
22. Proposal for Badminton Court Hire Trial – *for consideration*
23. Requests for Future Agenda Items - *for information only*
24. Date of next meeting - 15th October 2024
25. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

- 26. Facilities Review Project Update - *for consideration*
- 27. Jubilee Hall Heating Options - *for consideration*
- 28. Quotations for Safety Surfacing and Montague Road Play Area – *for consideration*
- 29. Quotations for Annual Play Area Inspections 2024 – *for consideration*

C Wilkinson

Clerk to the Committee
11th September 2024

Bishop's Waltham Parish Council, Parish Office, Jubilee Hall, Little Shore Lane, Bishop's Waltham, Southampton, Hampshire SO32
1ED Tel: 01489 892323 admin@bishopswaltham-pc.gov.uk www.bishopswaltham-pc.gov.uk



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 20th August 2024 at 7.00pm

Present:

Cllr Latham	
Cllr Marsh	
Cllr Pavey	
Cllr Stallard	Vice Chairman
Cllr Webb	Chairman
Cllr Wilson	
Cllr Wood	Co-opted Member for meeting

In Attendance:

Mr Arthur	Estates Manager
Mr Thorne	Project Manager
Mrs Wilkinson	Committees Officer

Members of the Public: 0

HG095/24 To receive and accept apologies for non-attendance.

Cllr Sherwood – Indisposed.

Resolved: To accept apologies for non-attendance and to co-opt Cllr Wood as a substitute member of the Committee for the evening.

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour.

Apologies had also been received from the Senior Groundsman.

HG096/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG097/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG098/24 Public Session

Councillor Latham informed the Committee that Sustainable Bishop's Waltham were working with the Hampshire and Isle of Wight Wildlife Trust to consider "spaces for nature" as part of the Greening Campaign. Some potential spaces that were under consideration were on Parish Council land. A formal request would be made to the Parish Council as appropriate.

Traffic problems had again been experienced by users of the tennis courts and Guide Hut during evening hours of peak usage. A request received from the Guides would be brought to the Committee as a future agenda item.

A request had been received from a resident for information regarding the Council's planned maintenance at the wildflower area at Montague Road. This matter would be brought to the Committee for further consideration.

The Finance Manager had received a response from the Valuation Office Agency in response to the challenge that had been raised for the Jubilee Hall car park business rates. A reduction in the rate had been proposed, and the new rate was comparable to a different community hall for which there were no user charges. The Council had been given a limited time to accept the tabled offer.

The Committee welcomed the offer as a significant improvement on the current situation and felt that an appropriate example car park had been used for comparison. The Finance Manager would be informed of the Committee's initial response.
Action: Committees Officer

- HG099/24** **To approve the minutes from the meeting of the Halls & Grounds Committee – 16th July 2024**
Resolved: To approve the minutes of the Halls & Grounds Committee – 16th July 2024 with the amendment of "personal commitment" to "family commitment" in the apologies section, HG066/24.
Proposed: Cllr Wilson
Seconded: Cllr Stallard
All in favour who were present at the meeting.
- HG100/24** **Actions Arising from the meeting of the Halls & Grounds Committee – 16th July 2024**
Noted.
- HG101/24** **Estate Manager's Report – for information**
The Estate Manager advised that he had addressed some issues that he had identified in the Parish Council's buildings.

A future agenda item would be brought to the Committee concerning how to address the issue of one of the Jubilee Hall's two boilers failing. The need to ensure that the hall was warm enough for hirers was recognised, however, an attempt would be made before the next committee meeting to investigate alternatives to the purchase of a gas boiler that would be more environmentally friendly and potentially utilise electricity generated by the building's solar array.
Action: Committees Officer/Estates Manager/Cllr Latham
- HG102/24** **Senior Groundsman's Written Report**
The report from the Senior Groundsman was received including the note that the maintenance work at the Cemetery was difficult to accommodate alongside the team's other commitments. Whether additional Grounds staff could be recruited in preference to contracting work out was raised as warranting consideration.
- HG103/24** **Financial Position Year to Date**
Noted.
- HG104/24** **Capital Control and Ear Marked Reserves Reports**
Noted.
- HG105/24** **Grant Opportunities**
Noted. Whether potential applications could be planned to the Winchester City Council schemes that were currently open was raised.

The coverage of SSE's Resilience Fund had been broadened to include Low Carbon Technology category. The deadline for submissions was at the end of the month. An application to the scheme would be made, if possible, within the timescale available, potentially to add additional battery storage to the Jubilee Hall solar installation.
Action: Committees Officer/Cllr Latham
- HG106/24** **Skatepark Project Update – for information**
The Project Manager reported that the CCTV system at the Skate Zone was now operational.
- HG107/24** **Shared Southern Pathway Project Update – for information**
Use of the path by horse riders was raised. The pathway was not of sufficient width to be classed as a bridleway and as such signs would be put in place to show that horses were not permitted on the path.
Action: Projects Manager
Concerns we raised regarding how the surface of the path would perform should horse riders continue to use the path, this would be monitored going forward and discussed in a future meeting if necessary.

HG108/24

Correspondence – Feedback regarding Priory Park Speed Bumps – for consideration

The three items of correspondence received by the office were considered.

The Project Manager had measured the speed bumps that were found to be compliant and of a size that was intended to slow motorists to a speed of no more than 5mph when entering or exiting the Priory Park car park. This speed was regarded as appropriate to fulfilling the Council's duty of care to users of the Southern Pathway that crosses the car park entrance.

The possibility of a reduction to the hedge at the car park entrance would also be reviewed, to improve the visibility of the entrance.

Action: Estate Manager

All committee members were requested to drive over the speed bumps themselves in advance of the matter being given further consideration.

Action: All committee members

Resolved: For the Committee to give further consideration to potential changes to the speed bumps at the Priory Park Car in three months' time and to collate any correspondence relating to the matter to be tabled with that agenda item.

Proposed: Cllr Latham

Seconded: Cllr Pavey

All in favour

Action: Committees Officer

HG109/24

Jubilee Hall Solar Project Update – for consideration

The Estates Manager updated the Committee with the current project status, the expected timescale for completion of the project was two weeks.

Feed-in tariffs would be researched for any electricity generated, surplus to what could be used or stored for the hall.

Action: Estate Managers/Committees Officer

HG110/24

Requests for Future Agenda Items

Traffic concerns at Hoe Road Recreation Ground

Jubilee Hall Heating

Montague Road Wildflower Area

HG111/24

Date of next meeting – Tuesday 16th September 2024

Noted.

HG112/24

Motion for Confidential Business

On completion of the above business the following motion will be moved:

'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.

HG113/24

Albany Road Play Area Project Update – for consideration

The remaining project budget of £2817 was noted as being sufficient to accommodate the purchase of three benches. The benches with backs were felt to be preferable for older and disabled visitors to the play area.

Resolved: To approve the purchase of two benches with backs and one picnic bench to be located at the Albany Road play area, selection of the supplier was delegated to the Committees Officer (within the costings obtained for Marmax and VP Recycled Plastics) dependent on any discount that could be obtained for the bulk purchase of three items.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour

Action: Committees Officer

HG114/24

Facilities Review Project Update – for consideration

Resolved:

- i) **To note the working group meeting notes and comparison summary.**
- ii) **To authorise the Project Manger to continue to investigate the complexities of the quotations process, with a view to ensuring compliance with financial regulations when selecting an architect.**

Proposed: Cllr Pavey

Seconded: Cllr Stallard

All in favour

Action: Projects Manager

HG115/24

Priory Park Overflow Car Park Expansion Invitation to Tender – for consideration

Resolved: To approve the draft of the Priory Park Overflow Car Park Expansion Invitation to Tender document and to forward to the Finance, Policy and Resources Committee for approval.

Proposed: Cllr Webb

Seconded: Cllr Wilson

All in favour

Action: Committees Officer

HG116/24

Electrical Installation Condition Reports Quotations – for consideration

Resolved: To recommend to the Finance, Policy and Resources Committee the appointment of RSW Sound Ltd to provide the Council with electrical installation condition reports for the Estate Shed, Hoe Road Pavillion, Jubilee Hall and Priory Park Clubhouse at a cost of £2,580.00 (excluding VAT).

Proposed: Cllr Wilson

Seconded: Cllr Latham

Action: Committees Officer

There being no further business the meeting closed at 8:52 pm.

DRAFT

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 17.09.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG14/21	BWPC publicity leaflet	BWPC publicity leaflet	Sep-21	AO/Bookings Clerk	In progress
HG057/22	Increasing CCTV coverage	To investigate possibility of covering i) Hoe Road play area ii) Priory Park football pitches	August	Clerk	i) Quotation received from current supplier
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Priory Park, and Oak Road.
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	Proposed for closure	Clerk/Cllr Pavay	Monthly income has increased and machines are generally in service now that Finance Manager has learned general maintenance skills.
HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	Complete	Clerk	See agenda item 21
HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Webb	
HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	April	Senior Groundsman	
HG314/23	Skatepark Project Update	Clear brambles next to skate park.	In progress	Senior Groundsman	
HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under youth shelter.	April	Clerk/Senior Groundsman	
HG320/23	Open Badminton Session Proposal	To organise trial session.	Complete	Clerk	See agenda item 22 for proposed format
HG352/23	Coronation Hall	To organise site visit for working group.	May	Clerk	
HG359/23	Jubilee Hall Car Park Financial Review	Gather information regarding business rates of other car parking facilities.	Complete	Clerk	New business rates approved at Full Council 10.09.24 based on comparable car park data provided by WCC.
HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May	Clerk	
HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamos to explore interim measures.	May	Clerk	
HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
HG022/24	Correspondence - Roynon Performing Arts Search for Premises	Reply and request further information regarding what type of features are required for their type of usage.	June	Clerk	
HG023/24	Correspondence - Request for Memorial Tree at Langton Road	Update the correspondent regarding the consideration planned against the draft policy	June	Clerk	

HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	June	Clerk	One quotation obtained, 2 more required.
HG025/24	Montague Road Tree Survey	To apply to WCC for permission to carry out the recommended works on the oak tree covered by TPO1189T1.	June	Clerk	
HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	July	Clerk	
HG053/24	Suggestion for Permitted Graffiti Space	Add graffiti space to Committee's list of project for consideration for grant funding.	July	Clerk	
HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	July	Cllr Pavay/Clerk	
HG057/24	Memorial Tree and Bench Policy Draft	To respond to the resident to grant the request and obtain more information about the memorial plaque and suggest an alternative variety of tree be proposed.	July	Clerk	
HG064/24	Allotments Fencing Update and Price Estimate	To update BWGC with Committee's agreement in principle and to seek funding for the unbudgeted project.	July	Clerk	
HG077/24	Albany Road Play Area Project Update	Install signage to warn track users of childrens play area	August	Projects Manager/Clerk	In progress, see agenda item 19.
HG078/24	Skatepark Project Update	Add perimeter track to list of potential projects for grant funding.	August	Clerk	
HG081/24	Report from Meeting with Hampshire FA	Contact appointed contractor to find out whether they have required machinery to improve hollow tining in line with report.	August	Senior Groundsman	
HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	August	Priory Park football pitch working group	
HG083/24	Coronation Hall Asbestos Survey	Update asbestos register in accordance with findings of the survey	August	Estates Manager	
HG085/24	Montague Road Ditch Work Update	Include update in next newsletter and notices on site.	August	Clerk	
HG092/24	Water Safety Checks Quotations	Following completion for the risk assessments obtain additional quotation for water monitoring contract.	September	Clerk	
HG098/24	Public Session - Valuation Office Agency	Feedback Committee response to business rates offer to Finance Manager	Complete	Clerk	
HG101/24	Estate Manager's Report	Investigate alternatives heating methods to accompany replacement gas boiler quotations.	Complete	Clerk/ Estates Manager/ Cllr Latham	See agenda item 27
HG105/24	Grant Opportunities	To apply to SEE grant scheme if possible within available timescale.	Complete	Cllr Latham/ Clerk	Application submitted
HG107/24	Shared Southern Pathway Project Update	Put up signage to show that horses are not permitted on the pathway.	Complete	Projects Manager	
HG108/24	Correspondence - Priory Park Speed Bumps	Review possibility of hedge reduction at entrance to Priory Park entrance to improve visibility.	Oct-24	Estates Manager	
HG108/24	Correspondence - Priory Park Speed Bumps	Drive over speed bumps at Priory Park.	Oct-24	All Committee members	
HG108/24	Correspondence - Priory Park Speed Bumps	Bring to the committee for further consideration in Nov 24.	Nov-24	Clerk	
HG109/24	Jubilee Hall Solar Project Update	Research feed-in tariffs for surplus electricity generated.	Complete	Estates Manager/ Clerk	See agenda item 16
HG113/24	Albany Road Play Area Project Update	Purchase two benches with backs and one picnic bench depending on discount that could be obtained for bulk purchase.	Sep-24	Clerk	
HG114/24	Facilities Review Project Update	To investigate how to proceed with the quotations process and ensuring compliance with financial regs.	Sep-24	Projects Manager	
HG115/24	Priory Park Overflow Car Park Expansion Invitation to Tender	To forward the Invitation to Tender document to FP&R for approval.	Complete	Clerk	Approved by FP&R and passed to Full Council for final approval.
HG116/24	Electrical Installation Condition Reports Quotations	To recommend acceptance of quotation to FP&R	Complete	Clerk	Approved by FP&R and passed to Full Council for final approval.

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 17th September 2024

Estates Manager's Report – *for information*

General

Monthly water testing completed (12.9) *Aquadition last visit

EICR testing by RSWSound of JH, PP, HR and TS, starting 13.9.

Water contracts for PP and HR for renewal 27.9.

Update of JH, HR and CH Fire/H&S signage completed.

JH (fire alarm) CH (fire alarm, extinguishers, emergency lighting) inspections completed.

Bookings this month: Southern Parishes Meeting. Successful booking of community lunch and coffee morning with care company who have requested regular hire for more events. Bike register event. Full council workshop. New regular dance class on Tuesday mornings in The Ruby Room. Tennis club using The Gold Room while painting work carried out on the tennis courts. 3 birthday parties. New MVARA singing group at Priory Park Pavilion on Monday evenings.

Jubilee Hall

Four quotations received to replace gas boiler no.1 at JH.

Site visit and quotation to fit electric boiler option at JH (13.9.24).

Review of JH H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

Solar panels installed – Wiring, Inverters, Battery installed - System operational. Scaffolding removed.

2 future hirer visits.

Priory Park

Review of PP H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

Collapsed drain repair works start (11/12.9)

Quote to deep clean changing/washrooms received.

Exterior tidy up started (4.9).

Hoe Road & Estates Shed

Review of HR & ES H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

Remedial electrical and plumbing works at Lilypads prior to reopening completed. Kitchen ceiling repainted. Streetlights now working. Emergency light to be fitted in playroom.

Coronation Hall

Remedial electrical and plumbing works at Montessori prior to opening completed.

Minor works ongoing.

Estates Manager
11.09.24



Halls and Grounds Committee – 17th September 2024

Senior Groundsman's Report – *for information*

Apparently, a group of young teenagers have been seen or caught on several occasions hitting the play area equipment at Blanchard Road with crutches. Yes, you read that correctly! Just to clarify – the perpetrators were using crutches, as opposed to being on them! The ACSO has been informed and will monitor.

The contractor hedge cutting should be underway this month.

The football season is underway at Priory Park and Hoe Road.

The portable goals stored at Priory Park have now finally been locked up by their owners.

Delivery of new goals for installation at Hoe Road Recreation Ground, for the full-size pitch is awaited.

We will complete the clearing of brambles from the banks surrounding the skatepark this week.

The charity event took place at Hoe Road Recreation Ground on the 8th September without any issues.

I have completed the annual clearing/topping of as many of the banks, field surrounds and ditch edging as is possible with the tractor and Trimax mowing deck. As well as generally tidying things up this makes things easier for the hedge contractor to see what needs to be done.

We now have the missing parts for the kickabout goal alongside the Montague Road play area. This can now be put together and put in place.

Senior Groundsman
09.09.24

Income	Code	Description	Month Budgeted	Capital Budget £'s		EMR Funding Budget £'s		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s		Comments
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	0	0	40,000	0	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Oct	0	0	0	0	0	0	25,815	0	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Aug	18,797	18,797	0	0	0	19,504	0	0	EMR 315 Montague Rd/378 Albard Rd
	1400	WCC Rural England PF	Mar	0	0	0	0	0	0	0	0	EMR 377 Extend Parking PP (£49,000)
		Total Gross Committee Income		58,797	58,797	0	0	0	19,504	65,815		
Expenditure	4350	Minor Assets	Oct	2,500	0	0	2,500	0	926	2,104	0	Replacement Bins (red)/Step Ladder/Ego Blower Kit
	4364	Southern Footpath/Cycleway	Jul	0	0	0	0	0	6,146	0	0	EMR 373
	4365	Replace Tractor	Sep	0	0	0	0	0	0	33,500	0	EMR 330
	4368	Replace Topper/Mower	Sep	0	0	0	0	0	0	17,150	0	EMR 340
	4386	Floor Polisher PP	-	0	0	0	0	0	1,166	0	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Aug	0	0	0	0	0	60,205	15,676	0	EMR 374
	4393	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	0	0	19,187	63,770	0	EMR 376
	4415	Tennis Court Maintenance	Jul	6,000	6,000	0	0	0	0	4,900	0	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Oct	2,500	0	0	2,500	0	0	2,500	0	EMR 351
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	0	0	3,311	0	0	
	4422	Replace Paving Stones	Oct	2,500	0	0	2,500	0	0	2,500	0	EMR 336
	4423	EV Chargers	Jan	11,000	11,000	0	0	0	0	11,000	0	EMR 315 (£2,820 incl £2,272 WCC-OSF)
	4432	Montague Rd Play Areas	Oct	0	0	0	0	0	0	2,820	0	EMR 377 (Budget £100,000)
	4450	Extend Parking (PP)	Sep	0	0	0	0	0	0	0	0	EMR 390
	4484	Stackable Chairs (JH)	May	0	0	0	0	0	874	0	0	EMR 379
	4487	Building Maintenance	Oct	18,500	18,500	0	0	0	0	18,500	0	EMR 378 (incl £17,232 WCC-OSF)
	4500	Albany Road Play Park	May/Jul	78,198	78,198	0	0	0	73,816	0	0	
		Total Gross Committee Expenditures		220,948	213,448	0	7,500	0	165,631	174,420		
EMR Movements				154,651	154,651	0	0	145,201	926	101,501		
Total Net Committee Expenditures				7,500	0	0	7,500	0	926	7,104		

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	£65,472
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,744
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£0	£0	£33,500	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£17,150	£0	£0	£0	£0	£0	£0	£11,000	£0	£5,350
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£27,150	£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 - Bldgs 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	£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	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£0	£13,100
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152
373	EMR - Southern Footpath - CIL/WCIL/S106	£9,063	£0	£10,000	£0	£6,006	£140	£25,815	£0	£0	£0	£0	£0	£0	£1,848	£0	£606
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£10,000	£15,298	£17,060	£0	£15,676	£0	£0	£0	£0	£0	£0	£9,669	£0	£0
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£0	£1,166	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£59,750	£0	£0	£0	£19,187	£0	£42,962	£40,000	£0	£0	£0	£0	£0	£1,166	£0	£334
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£54,678	£0	£0	£3,450	£0	£0	£0	£0	£0	£0	£100,000	£0	£0	£22,149	£59,750	£37,601
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£170	£17,232	£0	£0	£0	£0	£0	£0	£0	£54,450	£0	£228
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£0	£0	£56,584	£59,401	£2,817
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£12,500	£12,500	£6,000
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£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)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£874	£0	£926
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	£5,011
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	£0	£0	£3,062
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£30,022	£0	£42,889
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	£481
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£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)	£0	£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	£472,382	£43,145	£25,462	£74,437	£42,423	£20,025	£88,373	£19,011	£0	£0	£111,000	£49,000	£90,472	£155,408	£99,298	£316,974

Approved transfers

PC321/23i

PC329/23

Bishop's Waltham Parish Council

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Cost Centre Report

	200	Grounds - General	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101	Prof Fees - Tree Surveys	0	0	0	0	(350)	0	350	0		(350)	0.0%	
4157	Road Tax & Insurance	0	4,145	4,145	(2,293)	6,991	6,991	9,284	(7,284)		4,991	31.5%	
4290	Contractor - Hedge Cutting	0	0	0	0	0	0	0	(4,000)		4,000	0.0%	
4295	Contractor - Ditch Clearance	0	0	0	(1,250)	0	0	1,250	0		(1,250)	0.0%	
4303	Fuel Charges - Tractors&Mowers	(300)	400	100	(1,530)	2,000	2,000	3,530	(4,800)		3,270	31.9%	
4304	Fuel Charges - PC Vehicles	(239)	400	161	(807)	2,000	2,000	2,807	(4,800)		3,993	16.8%	
4305	Op Costs - Tractors&Mowers	0	200	200	(243)	1,000	1,000	1,243	(2,400)		2,157	10.1%	
4306	Op Costs - P C Vehicles	0	500	500	(1,282)	2,500	2,500	3,782	(6,000)		4,718	21.4%	
4309	Materials - Cleaning	(19)	0	(19)	(19)	60	60	79	(120)		101	16.1%	
4310	Materials -Tools / Minor Items	(44)	0	(44)	(145)	500	500	645	(1,000)		855	14.5%	
4311	Materials - Locks and Keys	(12)	0	(12)	(6)	0	0	6	(50)		44	11.3%	
4312	Materials - Ground Maintenance	(37)	0	(37)	(657)	1,250	1,250	1,907	(2,500)		1,843	26.3%	
4313	Materials - Signage	0	0	0	(85)	0	0	85	0		(85)	0.0%	
4319	Materials - Lining Paint	0	0	0	(803)	0	0	803	0		(803)	0.0%	
210	Grounds - Hoe Road												
1103	Land Lease - Guides Building	0	0	0	0	0	0	0	1			0.0%	
1115	Land Lease - Scouts Building	0	0	0	0	0	0	0	2			0.0%	
1127	Contract Hire - Tennis Courts	0	0	0	878	884	884	6	1,768			49.6%	
1211	Hire Fees - Grounds	0	0	0	1,670	786	786	(884)	935			178.6%	
1212	Hire Fees - Football Pitches	0	0	0	71	0	0	(71)	0			0.0%	
4270	Contractor - Aboricultural	0	0	0	(555)	0	0	555	(850)		295	65.3%	
4280	Contractor - Grounds	0	0	0	0	0	300	300	(300)		300	0.0%	

Bishop's Waltham Parish Council

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent to/from EMR
4296 Contractor - Electrical	(1,341)	0	(1,341)	(1,341)	0	1,341	0		(1,341)	0.0%
4331 Mice - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%
<u>220 Grounds - Priory Park</u>										
1106 Land Lease - Bowls Facility	0	0	0	34	0	(34)	85			39.5%
1151 Annual Hire - Football Pitches	0	0	0	1,877	1,588	(289)	7,146			26.3%
1212 Hire Fees - Football Pitches	0	0	0	59	328	269	1,476			4.0%
4270 Contractor - Arboricultural	0	0	0	(240)	0	240	(3,500)		3,260	6.9%
4280 Contractor - Grounds	0	0	0	(7,150)	6,800	13,950	(8,500)		1,350	84.1%
4295 Contractor - Ditch Clearance	0	0	0	0	400	400	(400)		400	0.0%
4329 Mice - Fencing	0	0	0	0	0	0	(100)		100	0.0%
<u>225 Grounds - Albany Road Cricket</u>										
1105 Land Lease - Cricket Ground	0	0	0	456	0	(456)	1,129			40.4%
4270 Contractor - Arboricultural	0	0	0	0	0	0	(750)		750	0.0%
4329 Mice - Fencing	0	0	0	0	0	0	(50)		50	0.0%
<u>226 Grounds - Albany Road Allment</u>										
1102 Land Lease - Allotments	0	0	0	0	0	0	1			0.0%
4270 Contractor - Arboricultural	0	0	0	0	0	0	(850)		850	0.0%
<u>230 Halls - General</u>										
4107 Prof Fees - Health & Safety	(475)	0	(475)	(475)	0	475	(1,000)		525	47.5%
4170 Advertising - Halls	0	0	0	0	0	0	(500)		500	0.0%
4309 Materials - Cleaning	(78)	200	122	(616)	600	1,216	(1,200)		584	51.3%
4310 Materials -Tools / Minor Items	(26)	0	(26)	(76)	0	76	(150)		74	50.3%

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4311 Materials - Locks and Keys	(36)	0	(36)	(68)	0	68	(300)		232	22.8%	
4313 Materials - Signage	(46)	0	(46)	(177)	0	177	(300)		123	59.0%	
4316 Materials - Kitchen Supplies	0	0	0	0	0	0	(100)		100	0.0%	
240 Hoe Road Pavilion											
1131 Contract Hire - Kitchen	0	0	0	246	248	2	496			49.7%	
1132 Contract Hire - Rooms	0	0	0	3,140	3,164	24	6,328			49.6%	
1133 Contract Hire - Storage	0	0	0	51	52	1	104			49.3%	
1223 Hire Fees - Storage	19	0	(19)	94	0	(94)	0			0.0%	
4102 Prof Fees - P A Testing	0	0	0	(23)	0	23	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(375)		375	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	(60)	100	40	(454)	500	954	(1,200)		746	37.9%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	(29)	0	(29)	(29)	0	29	(250)		221	11.6%	
4332 Mtce - Alarm & CCTV Systems	(51)	100	50	(253)	500	753	(1,200)		948	21.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtce - Building Services	(185)	0	(185)	(185)	0	185	(1,000)		815	18.5%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(366)	370	736	(740)		374	49.5%	
4343 Electricity	(259)	0	(259)	(795)	2,000	2,795	(6,500)		5,705	12.2%	
4345 Water	(294)	125	(169)	(438)	625	1,063	(1,500)		1,062	29.2%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Priory Park Clubhouse											
1158 Annual Hire - Rooms	0	0	0	207	218	11	981			21.1%	
1161 Annual Hire - Storage	0	0	0	91	96	5	432			21.1%	
1220 Hire Fees - Rooms	960	1,470	510	8,711	7,350	(1,361)	17,640			49.4%	
1223 Hire Fees - Storage	17	17	1	83	85	3	204			40.4%	
4102 Prof Fees - P A Testing	0	0	0	(90)	0	90	(75)		(15)	120.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(630)		630	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(145)	0	145	(250)		105	58.1%	
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%	
4275 Contractor - Trade Waste	0	0	0	(527)	600	1,127	(1,200)		673	43.9%	
4277 Contractor - Water Monitoring	(60)	100	40	(454)	500	954	(1,200)		746	37.9%	
4281 Contractor - Window Cleaning	0	100	100	(150)	300	450	(600)		450	25.0%	
4282 Contractor - Cleaning	0	350	350	(1,116)	1,750	2,866	(4,200)		3,084	26.6%	
4285 Contractor - Hygiene Waste	0	0	0	(665)	0	665	(1,140)		475	58.3%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	0	0	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(40)	83	43	(200)	415	615	(1,000)		800	20.0%	
4336 Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)		(960)	292.0%	
4337 Mtce - Building Services	0	0	0	(1,660)	0	1,660	(1,000)		(660)	166.0%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(254)	254	0	(1,275)	1,270	2,545	(2,545)		1,270	50.1%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Electricity	501	0	501	467	1,250	783	(4,500)		4,967	(10.4%)	
4344 Gas	(79)	25	(54)	(651)	450	1,101	(3,000)		2,349	21.7%	
4345 Water	0	0	0	(739)	200	939	(500)		(239)	147.9%	
<u>260 The Jubilee Hall Building</u>											
1087 Income - PAT Recharge	0	0	0	23	0	(23)	100			22.5%	
1153 Annual Hire - Diamond Suite	309	400	91	1,544	2,000	456	4,800			32.2%	
1220 Hire Fees - Rooms	3,092	2,800	(292)	16,800	14,000	(2,800)	33,600			50.0%	
1225 Hire Fees - Kitchen	211	175	(36)	979	875	(104)	2,100			46.6%	
4102 Prof Fees - P A Testing	0	0	0	(126)	0	126	(360)		234	35.0%	
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(650)		650	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	200	200	(200)		200	0.0%	
4142 Performing Rights - Music Fees	(196)	0	(196)	(224)	0	224	(500)		276	44.8%	
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%	
4275 Contractor - Trade Waste	0	35	35	(1,292)	1,340	2,632	(2,750)		1,458	47.0%	
4277 Contractor - Water Monitoring	(60)	100	40	(454)	500	954	(1,200)		746	37.9%	
4281 Contractor - Window Cleaning	0	120	120	(180)	360	540	(720)		540	25.0%	
4282 Contractor - Cleaning	0	0	0	(780)	0	780	(750)		(30)	104.0%	
4285 Contractor - Hygiene Waste	0	0	0	(1,151)	0	1,151	(1,972)		821	58.3%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4316 Materials - Kitchen Supplies	0	0	0	(75)	0	75	0		(75)	0.0%	
4320 Mtce - H & S Conformances	0	0	0	(15)	0	15	(500)		485	2.9%	
4332 Mtce - Alarm & CCTV Systems	(125)	66	(59)	(488)	330	818	(800)		312	61.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 Mice - Building Services	(482)	0	(482)	(1,657)	0	1,657	(1,000)		(657)	165.7%	
4338 Mice - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mice - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(735)	668	(67)	(3,673)	3,340	7,013	(6,680)		3,007	55.0%	
4343 Electricity	(1,505)	0	(1,505)	(1,733)	2,000	3,733	(6,500)		4,767	26.7%	
4344 Gas	(134)	100	(34)	(2,179)	2,850	5,029	(8,900)		6,721	24.5%	
4345 Water	0	0	0	(418)	460	878	(920)		502	45.4%	
<u>261 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	80	0	(80)	802	500	(302)	1,000			80.2%	
1089 Income - Car Parking M/C's	364	115	(249)	1,592	575	(1,017)	1,380			115.3%	
1152 Annual Hire - Season Tickets	0	0	0	867	406	(461)	1,138			76.2%	
1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	(192)	185	(7)	(941)	925	1,866	(2,220)		1,279	42.4%	
4270 Contractor - Aboriginal	(350)	0	(350)	(500)	0	500	(350)		(150)	142.9%	
4281 Contractor - Window Cleaning	0	40	40	(40)	120	160	(240)		200	16.7%	
4286 Contractor - Car Park Tickets	0	0	0	0	0	0	(300)		300	0.0%	
4287 Contractor - E'ric Charge Mac	0	0	0	0	0	0	(150)		150	0.0%	
4325 Mice - Car Park Ticket M/c's	0	0	0	(542)	197	739	(788)		246	68.8%	
4329 Mice - Fencing	0	0	0	0	0	0	(250)		250	0.0%	
4341 Non Domestic Rates	(908)	825	(83)	(4,537)	4,127	8,664	(8,252)		3,715	55.0%	
4343 Electricity	(113)	85	(28)	(368)	310	678	(712)		344	51.7%	
<u>270 Well House</u>											
4337 Mice - Building Services	0	0	0	(302)	0	302	0		(302)	0.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Non Domestic Rates	(329)	0	(329)	(659)	0	659	0		(659)	0.0%	
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	250	250	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	2,875	2,500	(375)	6,000			47.9%	
1133 Contract Hire - Storage	0	25	25	0	125	125	300			0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	0	0	(100)		100	0.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(375)		375	0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	(60)	103	43	(224)	435	659	(1,000)		776	22.4%	
4320 Mtce - H & S Conformances	(210)	0	(210)	(210)	0	210	(250)		40	83.9%	
4332 Mtce - Alarm & CCTV Systems	(130)	100	(30)	(130)	500	630	(1,200)		1,070	10.8%	
4336 Mtce - Building Fabric	0	0	0	(355)	0	355	(500)		145	71.0%	
4337 Mtce - Building Services	0	0	0	(215)	0	215	(1,000)		785	21.5%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	0	0	(50)	0	50	(500)		450	10.0%	
4341 Non Domestic Rates	0	74	74	0	366	366	(736)		736	0.0%	
4343 Electricity	0	0	0	0	1,250	1,250	(4,500)		4,500	0.0%	
4344 Gas	0	25	25	0	450	450	(3,000)		3,000	0.0%	
4345 Water	0	125	125	0	625	625	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	0	0	0	(90)	0	90	(150)		60	60.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	0	0	0	(190)		190	0.0%	
4274 Contractor - Waste Skip Hire	0	455	455	(1,320)	1,365	2,685	(2,730)		1,411	48.3%	

Continued over page

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 12/09/2024

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4332 Mtce - Alarm & CCTV Systems	(23)	40	18	(113)	200	313	(500)		388	22.5%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	(500)		500	0.0%	
4343 Electricity	(657)	0	(657)	(54)	1,000	1,054	(6,000)		5,946	0.9%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - Safety Inspections	0	0	0	0	0	0	(850)		850	0.0%	
4144 Lease - Oak Road Play Area	(145)	145	0	(205)	145	350	(145)		(60)	141.7%	
4270 Contractor - Aboricultural	0	0	0	(2,700)	0	2,700	(3,500)		800	77.1%	
4280 Contractor - Grounds	0	0	0	(2,043)	0	2,043	(3,000)		957	68.1%	
4313 Materials - Signage	0	0	0	(137)	0	137	(300)		163	45.8%	
4320 Mtce - H & S Conformances	0	0	0	(278)	0	278	(2,000)		1,722	13.9%	
4327 Mtce - Play & Leisure Equipmnt	(117)	0	(117)	(525)	2,250	2,775	(4,500)		3,975	11.7%	
4329 Mtce - Fencing	0	0	0	0	0	0	(1,000)		1,000	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1336 WCC CIL Funding 2024-25	0	0	0	0	40,000	40,000	40,000			0.0%	
1368 WCC Open Space Fund	19,504	0	(19,504)	19,504	18,797	(707)	18,797			103.8%	19,504
4350 Minor Assets	0	0	0	(926)	0	926	(2,500)		1,575	37.0%	
4364 Southern Footpath Cycleway	(140)	0	(140)	(6,146)	0	6,146	0		(6,146)	0.0%	6,146
4386 Floor Polisher PP	0	0	0	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
4390 Replace Skate Park	0	0	0	(60,205)	0	60,205	0		(60,205)	0.0%	60,205
4393 Solar Panels on JH Roof	0	0	0	(19,187)	99,750	118,937	(99,750)		80,563	19.2%	19,187
4398 Resurface Play Areas	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4410 Replace Play Area Equipment	0	0	0	0	0	0	(4,000)		4,000	0.0%	

Continued over page

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4412 Resurface Car Parks	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4414 Bidings Replace /Refurb	0	0	0	0	0	0	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	0	0	0	0	6,000	6,000	(8,000)		8,000	0.0%	
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	0	0	0	(3,311)	0	3,311	0		(3,311)	0.0%	3,311
4422 Replace Paving Stones (JH)	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4423 EV Chargers	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4484 Stackable Chairs (JH)	0	0	0	(874)	0	874	0		(874)	0.0%	874
4487 Building Maintenance	0	0	0	0	0	0	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	0	0	0	(73,816)	78,198	152,014	(78,198)		4,382	94.4%	73,816
Grand Totals:- Income	25,131	5,552	(19,579)	62,686	94,869	32,183	148,585			42.2%	
Expenditure	10,145	10,447	302	228,508	255,724	27,216	425,539	0	197,031	53.7%	
Net Income over Expenditure	14,987	(4,895)	(19,882)	(165,821)	(160,855)	4,966	(276,954)				
plus Transfer from EMR	140			164,705							
less Transfer to EMR	19,504			19,504							
Movement to/(from) Gen Reserve	(4,378)			(20,621)							



Halls and Grounds Committee – 17th September 2024

Budget Setting 2024-2025 – Update from Working Group – for information

The timeline for the Parish Council's budgeting process is planned to be as follows:

September 2024	Committees to set up working group 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	Consideration by PC for budget and precept agreement

The Committee appointed their Budgeting Working Group in May, to include the Chairman and Vice Chairman along with the Estates Manager, Senior Groundsman and Committees Officer.

To date, one meeting has taken place to produce a draft budget for the grounds cost centres. Further meetings will be scheduled and then the working group will submit their draft to the Halls and Grounds Committee for consideration in their October meeting. Any modifications that are requested and agreed upon in that meeting can then be made prior to the presentation of a revised draft to the Finance, Policy and Resources Committee at their November meeting.

Information:

1. Salaries to be budgeted as per the Staffing working group's recommendation. Committees to inform F,P&R Committee of any staff overtime hours anticipated.
2. Budgets to be considered on a 3-year basis (to link in with ongoing projects where possible).

Proposal: To appoint the working group for this committee.

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Grant Opportunities – *for consideration*

Grant applications submitted by Committees (updates from last month's report shown in **bold type**):

Grant Scheme	Purpose – Committee	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	£49k Granted
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (scheme opening again later this year).
District Small Grants Scheme (WCC)	Skate Jam - CEC	Granted.
SEE Powering Communities to Net Zero Fund	Battery storage at Jubilee Hall	Application submitted.

Proposal: To note the above.

Administration Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Report from the Senior Groundsman relating to the Maintenance of West Hoe Cemetery – *for consideration*

In the August meeting of the Halls and Grounds Committee the Senior Groundsman reported that the fifteen hours that members of the grounds team are allocated to spend at West Hoe Cemetery for maintenance is insufficient and means that the cemetery is not able to be kept in good order.

The Senior Groundsman estimates that at least double the amount of time is required at this site which cannot be accommodated alongside the team's usual grounds work.

Proposal: To consider the report from the Senior Groundsman and to agree a course of action to address this matter.

Committees Officer 11.09.24



Halls and Grounds Committee – 17th September 2024

Southern Shared Pathway Project Update – *for information*

Since the last meeting of the Committee, several small circular signs have been placed along the Southern Shared Pathway to show that horses are not permitted.

Additional emails related to the speed bumps recently installed in the Priory Park car park have been received, these will be brought to the Committee in November as per the timeline agreed in the Committee's August meeting (20.08.24).

At the time of creating the meeting papers further written updates were not possible. Any updates available will be provided verbally in the meeting.

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Jubilee Hall Solar Project Update – *for consideration*

The installation of the solar panels at the Jubilee Hall is now complete and the system has been commissioned.

The following documents have been supplied to the Parish Council:

1. MCS Certificate
2. NAPIT – Building Regulations Certificate
3. Solar PV Handover
4. Solar PV Installation Checklist
5. Solar PV Commissioning Checklist
6. Solar PV Array Test Certificate
7. Shading and Maintenance Information (included overleaf)

The Council has paid the contractor and the Finance Manager has requested the WCC CIL funds that were allocated to this project.

A handover meeting took place with Councillor Latham, Councillor Webb, the Estates Manager and the Committees Officer present. The office team are becoming familiar with the minoring applications for the system and will provide additional data to the Committee separately to the meeting papers.

Please see the next agenda item for an update relating to the exporting of surplus electricity.



Proposal: To note the above and the maintenance information overleaf and to make recommendations accordingly.

Committees Officer 12.09.24

Shading & Maintenance

Shading Issues

The solar panels we have installed for you have been positioned to gain the maximum amount of sunlight. However, you should be aware that the future growth of trees, large shrubs and their spreading foliage could cause the panels to be shaded, thereby reducing the performance of the system.

You should also consider how any future building work that takes place on your property would affect the shading of the solar panels.

Cleaning and Maintenance

The solar panels themselves are designed to be self-cleaning. However, over a period of time their performance can be affected by a build-up of debris such as leaves, tree sap, and bird matter.

We would recommend that the panels should be cleaned on a yearly basis. This should be carried out by personnel who are suitably qualified to work at height, or with equipment which would enable the cleaning to be carried out from ground level.

You should be aware of nesting birdlife that could affect the proficiency of the panels – it is illegal to tamper with nesting birds, however if you notice any you can opt for protective netting for your panels once the nests have been abandoned, which should prevent any recurrence of the problem.

Should you notice any fall off in the performance of the equipment, please contact us for advice.



Halls and Grounds Committee – 17th September 2024

Export SEG Progress Update – *for consideration*

Following the commencement of the instillation of the solar panels on the Jubilee Hall roof, an action was created to look into signing up to a Smart Export Guarantee (SEG) for the export of surplus electricity to the grid.

At the point of writing, the system has only been in commission for 10 days so typical export data is not yet very accurate. The data we currently have shows that on one particularly rainy day, no electricity was exported. At the other end of the scale, the most exported during any one day was 103.8kWh.

The most favourable export rates are usually available by obtaining an SEG with a building's electricity supplier. However contact has been made with SEE, the current supplier, and they do not provide this option. We are under contract with SEE until January 2026 and the penalties for terminating the contract early have been investigated and are prohibitive. Therefore options available to export with other electricity companies have been researched.

The table below shows the rate the council could expect to be paid per KWhr with the various companies researched. These rates should be approached cautiously since only initial research has been completed. If the Committee resolve to look into one or more of these options further, the export rate will be confirmed to the Council prior to an agreement being signed off.

Company	Rate per KWhr	Scheme name
British Gas	6.4p (variable rate)	Export & Earn Flex
Octopus	4.1p	SEG tariff
OVO	4p	OVO SEG Tariff
Rebel Energy	10p	Snail
Scottish Power	12p	SmartGen scheme

Proposal: To resolve which electricity company to proceed with for the creation of a Smart Export Guarantee for the export of surplus electricity from the Jubilee Hall or to identify alternative further actions.

Committees Officer 11.09.24



Halls and Grounds Committee – 17th September 2024

Albany Road Play Area Update – *for consideration*

At the time of creating the meeting papers a written update was not available. Progress will be reported verbally in the meeting.

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Priory Park Overflow Car Park Works Update and Appointment of Working Group – *for consideration*

Works commenced in Priory Park Overflow Car Park on Thursday 12th September to replace the collapsed wastewater pipe that runs underneath the car park. The contractor was appointed by the Finance, Policy and Resources Committee in their meeting that was held on 2nd July.

Initial groundworks have been undertaken and the removal of the old stretch of pipe and installation of the replacement is planned to commence on Monday 16th September. The toilet facilities will be out of action during this stage of the work but are expected to be reinstated by the end of Tuesday 17th September.

Some disruption was caused to hirers, but was kept to a minimum with bookings being accommodated at the Jubilee Hall as far as was possible during the period when toilet facilities were unavailable.

Following the appointment of the working group for the Priory Park Overflow Project at Full Council (10.09.24), the working group members will be kept informed of the progress of these preliminary groundworks that precede the larger works to extend and surface the car park.

Proposal: **To note the above and make relevant recommendations.**

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Priory Park Parking Issues – *for consideration*

Parking at Priory Park during peak Saturday usage of the nearby facilities (football pitches, Bowling Club, Priory Park Clubhouse), continues to be an issue. A resident who lives near the facility has also made the office aware of similar problems being experienced during weekday evening football training sessions, with some vehicle owners parking on the newly hatched area at the entrance of the car park and many Priory Park users parking in the nearby residential roads. The resident has requested that cones be placed on Elizabeth Way to discourage inconsiderate parking.

Whilst it is expected that the project to extend the overflow car park at Priory Park will help to alleviate this situation to a considerable extent, the Committee are asked to consider actions that might be appropriate in the short term.

Proposal: To consider the report above, the request for cones to be used to discourage inconsiderate parking and to make relevant recommendations.

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Correspondence – Traffic Concerns at Hoe Road Recreation Ground – *for consideration*

A Bishop's Waltham Guide leader has contacted the office to report concerns increased traffic concerns resulting from the large numbers of cars using the parking and track at Hoe Road Recreation ground, when both tennis and Guide groups are using the facilities on site. They would like to explore options for improving safety for pedestrians.

They have reported two near misses between a driver and children (who were on foot), one of which was already reported to the Committee. The Guider has requested that the top car park be used solely by Guide Hut users and the larger lower car park be designated for use by users of the tennis facilities.

They have also raised whether a footpath could be installed linking the two areas where separation could be provided between pedestrians and motorists using the track.

Proposal: **To consider the correspondence received and make recommendations accordingly.**

Committees Officer 12.09.24



Halls and Grounds Committee – 17th September 2024

Proposal for Badminton Court Hire Trial – *for consideration*

Action: HG320/23 Open Badminton Session – To organise trial session.

The Jubilee Hall currently has several groups that hire the Gold Room to play badminton using the two marked courts. However, if a small number of people would like to use the badminton courts, as things stand, they would have to book the Gold Room in its entirety for the length of their desired session, the cost of which would be prohibitive.

Following discussion of this matter in the Committee's March meeting, the committee resolved to instruct the Committees Officer to organise a trial session where single courts can be booked on a pay per play basis, potentially generating a small amount of additional income and providing an additional sporting facility for residents.

By restricting these sessions to within office hours, minimal additional staffing costs would be incurred. A small amount of work would be generated, in terms of the administration of any bookings. The suggested charge for a session is half of the current charge for the whole room.

It is proposed that that the trial be organised on the following basis.

Trial duration	12 weeks (starting 30.09.24, last trial session 17.12.24)
Session days/times	Mondays 11.30am – 4pm Tuesdays 9am – 4pm
Cost of hire	£14 per court per hour for non residents (includes VAT at 20%) £12.60 per court per hour residents (includes VAT at 20%)
Suggested promotion	Social media, posters, parish pagazine
Booking channels	Telephone, email (halls@bishopswaltham-pc.gov.uk)

If any other bookings enquiries are received for the Gold Room during the badminton trial, these could still be accepted and the time blocked out as unavailable for use by badminton hirers.

Proposal: To consider the proposed format of the badminton court hire trial and instruct the Committees Officer to proceed with the related promotion.

Committees Officer/Finance Manager 11.09.24