

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 15th October 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 - 17th September 2024
6. Actions arising from meeting 17th September 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. Draft Budget 2024-2025 & Capital Projects Prioritisation – Update from Working Group - *for consideration*
12. Grant Opportunities - *for consideration*
13. Southern Shared Pathway Project Update - *for information*
14. Albany Road Play Area Update - *for consideration*
15. Montague Road Play Area Update – *for information*
16. Priory Park Overflow Car Park Project Update - *for consideration*
17. Expenditure to Remove Dead Tree in Jubilee Hall Car Park – *for ratification*
18. Winter Tennis Open Session Hours – *for consideration*
19. EV Charger Proposal at Priory Park and Hoe Road – *for consideration*
20. Requests for Future Agenda Items - *for information only*
21. Date of next meeting - 19th November 2024
22. **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'.
23. Facilities Review Project Update - *for consideration*
24. Jubilee Hall Heating Options - *for consideration*

25. Request to continue Programme of Replacement of Dog Waste Bins – *for consideration*
26. Quotations for Hygiene Waste Contract – *for consideration*
27. Quotations for Montague Road Tree Work – *for consideration*
28. Replacement Benches for Hoe Road Tennis Courts – *for consideration*
29. Coronation Hall Water Leak Report - *for consideration*
30. Staffing Matters – *for consideration*

C Wilkinson

Clerk to the Committee

9th October 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 17th September 2024 at 7.00pm

Present:

Cllr Latham

Cllr Marsh

Cllr Paye

Clr Dave,
Cllr Sherwood

Cllr Stallard

Cllr Webb

Cllr Webb
Cllr Wilson

Vice Chairman

Chairman

In Attendance:

Mr Arthur

Mr Thorne

Mr Veck

Mrs Wilkinson

Estates Manager

Estates Manager Project Manager

Project Manager Senior Groundsman

Senior Groundsmanship Committees Officer

Members of the Public:

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| HG117/24 | <p>To receive and accept apologies for non-attendance.
All present.</p> |
| HG118/24 | <p>To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
None relating to the business of the meeting.</p> |
| HG119/24 | <p>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.</p> |
| HG120/24 | <p>Public Session</p> <p>Work on repainting the tennis courts' surface at Hoe Road Recreation Ground had commenced earlier in the day. It was expected that if the work progressed to plan that the courts would be usable during the coming weekend.</p> <p>An enquiry has been received from someone who has in the process of setting up a seniors football team who was interested in hiring the Priory Park football pitches and changing rooms on Sundays.</p> |
| HG121/24 | <p>To approve the minutes from the meeting of the Halls & Grounds Committee – 20th August 2024</p> <p>Proposed: Cllr Wilson
Seconded: Cllr Marsh
All in favour who were present at the meeting.</p> |
| HG122/24 | <p>Actions Arising from the meeting of the Halls & Grounds Committee – 20th August 2024</p> <p>Clearing the brambles adjacent to the Priory Park Skate Zone was underway.</p> |
| HG123/24 | <p>Estate Manager's Report – for information</p> <p>The toilet facilities within Dynamos area in the Priory Park Clubhouse had been observed as requiring attention, with some confusion existing regarding the responsibility for cleaning. These facilities would be cleaned at the Council's expense and arrangements made for future cleaning as appropriate.</p> <p>Arrangements had been made for the deep cleaning of the changing rooms facilities at the Priory Park Clubhouse.</p> |

Work to reduce the height of the hedge at the entrance of the Priory Park car park to improve visibility as was discussed in the Committee's August meeting, were ongoing and would be undertaken in due course.

HG124/24 Senior Groundsman's Written Report
Noted.

HG125/24 Financial Position Year to Date
Noted.

HG126/24 Capital Control and Ear Marked Reserves Reports
Noted.

HG127/24 Grant Opportunities
Councillor Latham was thanked for his work on the submission to the SSE Powering Communities to Net Zero Fund.
More detailed feedback would be requested regarding the unsuccessful application to the Go Greener Faster scheme with a view to resubmitting an application in the next round.

Action: Committees Officer

HG128/24 Report from Senior Groundsman relating to the Maintenance of West Hoe Cemetery – for consideration

Resolved: To pass the report from the Senior Groundsman to the Finance, Policy and Resources Committee and the West Hoe Cemetery Management Committee for further consideration of the options available regarding the cemetery maintenance and future resource planning.

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour.

Action: Committees Officer

HG129/24 Shared Southern Pathway Project Update – for information

The installation of signage along the path was in progress. The contractor had been prompted by the Project Manager who was awaiting a proposal and price regarding the small stretch of the path at Priory Park that was prone to erosion by heavy rainfall.

HG130/24 Jubilee Hall Solar Project Update – for consideration

The installation of the solar panels had been completed and initial statistics from the reporting system were shared with the committee.

The Community and Environment Committee would be made aware that potential implications on the Community Emergency Plan should be considered.

Action: Committees Officer

HG131/24 Export SEG Progress Update – for consideration

The benches for the play area had been ordered, along with signage to alert motorists using the track to the cricket ground of children crossing the accessway when entering or leaving the play area.

HG132/24 Albany Road Play Area Update – for information

The installation of signage along the path was in progress. The contractor had been prompted by the Project Manager who was awaiting a proposal and price regarding the small stretch of the path at Priory Park that was prone to erosion by heavy rainfall.

HG133/24 Priory Park Overflow Car Park Drainage Report Works – for consideration

The groundworks to repair the collapsed stretch of pipe were underway and the halls team were working with hirers to minimise disruptions to hirers of the Priory Park Clubhouse.

HG134/24 Priory Park Parking Issues – for consideration

The Senior Groundsman was working on the installation of wooden posts to prevent people parking their cars next to the outdoor gym equipment, outside the boundary of the overflow car park.

Resolved:

- i) To appoint Councillor Marsh, Councillor Pavey and Councillor Stallard to a Priory Park Car Parking Working Group.
- ii) To task the working group with the assessment of the scale of the parking issue at Priory Park during peak usage times and to report back to the committee with recommendations as appropriate.

Action: Priory Park Car Parking Working Group

Proposed: Cllr Webb

Seconded: Cllr Latham

All in favour.

HG135/24

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

The organisations using the site would be asked to make efforts to speak to the children using the site about road safety.

Action: Committees Officer

Resolved: To write a letter to parents and guardians of the children attending the various activities at the Hoe Road Recreation Ground to emphasise the need to drive and park responsibly whilst on site and to review the signage to clarify that stopping was not permitted on the access track.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour.

Action: Committees Officer

HG136/24

Correspondence – Montague Road Wildflower Area – for consideration

Resolved: To reply to the correspondent to clarify that the area in question was a designated part of the WCC Open Space Assessment as Informal Green Space and would be maintained as a wildlife habitat in accordance with the original estate design.

Proposed: Cllr Pavey

Seconded: Cllr Wilson

All in favour.

Action: Committees Officer

HG137/24

Proposal for Badminton Court Hire Trial – for consideration

Resolved: To approve the tabled format of the badminton court hire trial and to proceed with organisation and promotion.

Proposed: Cllr Stallard

Seconded: Cllr Pavey

All in favour.

Action: Committees Officer

HG138/24

Requests for Future Agenda Items

Report from Priory Park Car Parking Working Group

Projects for consideration as part of the budgeting process for 2025/6

HG139/24

Date of next meeting – Tuesday 15th October 2024

Noted.

HG140/24

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'.

HG141/24

Facilities Review Project Update – for consideration

The requested information had been received from Shedfield Parish Council regarding their recent building project and the tender process. This would be brought to the Committee in their next meeting.

HG142/24

Jubilee Hall Heating Options – for consideration

The tabled research was duly considered with regard to the options available for the building's heating system.

- i) To confirm with an electrician whether the electrics at the Jubilee Hall could support the use of seven oil-filled radiators, and if so, to purchase the heaters to support business

- continuation following the gathering of quotations and approval from the Finance, Policy and Resources Committee.
- ii) To appoint Councillor Webb, Councillor Latham and the Estates Manager to a Jubilee Hall Heating Working Group.
 - iii) For the Jubilee Hall Heating Working Group to continue to investigate low-carbon heating options (to include both infrared heating and an air source heat pump) and to bring proposals back to the Committee for further consideration.

Proposed: Cllr Latham

Seconded: Cllr Wilson

All in favour

Action: Committees Officer

HG142/24

Quotations for Safety Surfacing at Montague Road Play Area – for consideration

Resolved: To recommend the appointment of Infinity Playgrounds Ltd to the Finance, Policy and Resources Committee to install a rubber mulch surface in hill at the Montague Road play area at the cost of £2910.00 (excluding VAT).

Proposed: Cllr Latham

Seconded: Cllr Marsh

All in favour

Action: Committees Officer/Projects Manager

HG143/24

Quotations for Annual Play Area Inspections 2024 – for consideration

Two of the three requested quotations had been received. The two quotations tabled were within the budgeted amount for the annual play area inspections.

Resolved: To delegate the acceptance of one of the quotations, after the awaited third quote was received, to the Committee Chairman and Committee Clerk.

Proposed: Cllr Latham

Seconded: Cllr Marsh

All in favour.

Action: Committees Officer

There being no further business the meeting closed at 9:10 pm.



Halls and Grounds Committee – 15th October 2024

Estates Manager's Report

General

Monthly water testing part of water risk assessments (9/10.10.24)

EICR testing of Estate Shed & PP completed. JH & HR dates tbc.

Water contracts for PP, HR and JH – agreed 3-year renewal with current retailer (13.10.24)

Hygiene contract renewal due Nov 2024 to include Hoe Road washroom (used by Lilypads)
– See agenda item 26

Bookings this month: Commercial travel event held in the Gold Room. 2 Birthday parties. Additional diabetes prevention sessions starting on Wednesdays at the beginning of November. A charity dance in October. Skittle alley booking. New pickleball trial session – with hope for regular bookings going forward.

Jubilee Hall

Decision required to replace gas boiler no.1 at JH. Purchase of 7 no. elec. heaters agreed.
(see agenda item 24)

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

2 future hirer visits.

Priory Park

Collapsed drain repair works completed (27.09.24)

Deep clean of changing/washrooms completed (26.09.24).

Deep clean of Dynamos washroom completed (08.10.24).

New elec. spur (cable/socket) to be fitted in Dynamos kitchen due to overloading concerns.

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

1 future hirer visit.

Hoe Road & Estates Shed

Tennis courts maintenance completed (19.09.24).

HDD fault (CCTV) identified. Electricians to check power supply.

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

Minor electrical works ongoing.

Coronation Hall

Slab leak (h/w leak under concrete floor) identified in toilet. Repair costs attached. (Agenda item 29).

Minor works ongoing.



Halls and Grounds Committee – 15th October 2024

Senior Groundsman's Report – for information

The football goal has been put up next to Pondside play area.

We have scraped the worst of the moss off the edges of the MUGA and will soon spray the main tarmac area along with the rhino mulch areas at Oak Rd play area.

The area surrounding the new play area at Albany Rd has been re-seeded on the bare patches. The same also at the areas surrounding the skatepark.

We have filled in the gap in the laurel hedge at Jubilee going through to the pub with posts and chestnut fencing.

We installed new signage to warn drivers using the track to the cricket ground of the play park entrance.

It was decided we had to put in a row of temporary fence posts at the overflow car park in order to prevent cars from driving down past the gym equipment and parking cars on the grass on football days.

At the time of writing, I am still waiting for the hedge cutting contractor to start. They have not got to us yet due to rain delays in their other work.

We completed the clearing of the skatepark banks in time for the Skate Jam.



Figure 1: Temporary post line to prevent parking beyond car park area



Figure 2: Recently installed goals at Hoe Road Recreation Ground

We have installed the new full-size goals at Hoe Road in response to the request from the hirer for a full-size pitch.

Two groundsman helped out with the recent litter picking event, one with the Skate Jam event and one with the council's stall at St Peter's Fair.

We are currently still grass cutting where possible in between the showers.

Month No: 6

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
200 Grounds - General												
4101 Prof Fees- Tree Surveys	0	0	0	(250)	0	350	0			(350)	0.0%	
4157 Vehicle ED & Insurance	0	0	0	(2,293)	6,991	9,284	(7,284)			4,991	31.5%	
4290 Contractor - Hedge Cutting	0	0	0	0	0	0	(4,000)			4,000	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(1,250)	0	1,250	0			(1,250)	0.0%	
4303 Fuel Charges - Tractors&Mowers	(195)	400	205	(1,725)	2,400	4,125	(4,800)			3,075	35.9%	
4304 Fuel Charges - PC Vehicles	(323)	400	77	(1,129)	2,400	3,529	(4,800)			3,671	23.5%	
4305 Op Costs - Tractors&Mowers	(764)	200	(564)	(1,007)	1,200	2,207	(2,400)			1,393	41.9%	
4306 Op Costs - P C Vehicles	(482)	500	18	(1,764)	3,000	4,764	(6,000)			4,236	29.4%	
4309 Materials - Cleaning	0	0	0	(19)	60	79	(120)			101	16.1%	
4310 Materials -Tools / Minor Items	(7)	0	(7)	(158)	500	658	(1,000)			842	15.8%	
4311 Materials - Locks and Keys	0	0	0	(6)	0	6	(50)			44	11.3%	
4312 Materials - Ground Maintenance	(19)	0	(19)	(676)	1,250	1,926	(2,500)			1,824	27.0%	
4313 Materials - Signage	(27)	0	(27)	(112)	0	112	0			(112)	0.0%	
4319 Materials - Lining Paint	0	0	0	(803)	0	803	0			(803)	0.0%	
210 Grounds - Hoe Road												
1103 Land Lease - Guides Building	0	0	0	0	0	0	0	1	1		0.0%	
1115 Land Lease - Scouts Building	1	1	0	1	1	1	0	2	2		50.0%	
1127 Contract Hire - Tennis Courts	0	0	0	0	878	884	6	1,768			49.6%	
1211 Hire Fees - Grounds	260	0	(260)	1,930	786	(1,144)	935				206.4%	
1212 Hire Fees - Football Pitches	0	0	0	71	0	(71)	0				0.0%	
4270 Contractor - Aboricultural	0	0	0	(555)	0	555	(850)			295	65.3%	
4280 Contractor - Grounds	0	0	0	0	300	300	(300)			300	0.0%	

Month No: 6

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
4296 Contractor - Electrical	0	0	0	(1,341)	0	1,341	0		(1,341)	0.0%	
4331 Mitce - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%	
4332 Mitce - Fire/Security Systems	(51)	0	(51)	(51)	0	51	0		(51)	0.0%	
220 Grounds - Priory Park											
1106 Land Lease - Bowls Facility	84	85	1	118	85	(33)	85			138.4%	
1151 Annual Hire - Football Pitches	788	794	6	2,665	2,382	(283)	7,146			37.3%	
1212 Hire Fees - Football Pitches	0	164	164	59	492	433	1,476			4.0%	
4270 Contractor - Aboricultural	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 Mitce - Fencing	0	0	0	0	0	0	(100)			100	0.0%
225 Grounds - Albany Road Cricket											
1105 Land Lease - Cricket Ground	1,120	1,128	9	1,576	1,129	(447)	1,129			139.6%	
4270 Contractor - Aboricultural	0	0	0	0	0	0	(750)			750	0.0%
4329 Mitce - Fencing	0	0	0	0	0	0	(50)			50	0.0%
226 Grounds - Albany Road Allt'ment											
1102 Land Lease - Allt'ments	1	1	0	1	1	0	1			100.0%	
4270 Contractor - Aboricultural	0	0	0	0	0	0	(850)			850	0.0%
230 Halls/Buildings - General											
4107 Prof Fees - Health & Safety	0	0	0	(475)	0	475	(1,000)			525	47.5%
4170 Advertising - Halls	0	0	0	0	0	0	(500)			500	0.0%
4309 Materials - Cleaning	0	0	0	(616)	600	1,216	(1,200)			584	51.3%

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Variance	Current Month	Year To Date Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Materials - Tools / Minor Items	(20)	0	(20)	(109)	0	109	(150)			41	72.6%	
4311 Materials - Locks and Keys	0	0	0	(68)	0	68	(300)			232	22.6%	
4313 Materials - Signage	(34)	0	(34)	(211)	0	211	(300)			89	70.5%	
4316 Materials - Kitchen Supplies	0	0	0	0	0	0	(100)			100	0.0%	
<u>240 Hoe Road Pavilion</u>												
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)	113	0	(113)	0				0.0%	
4102 Prof Fees - PAT Testing	0	0	0	(23)	0	23	(100)			78	22.5%	
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	(375)			375	0.0%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)			150	0.0%	
4277 Contractor - Water Monitoring	(60)	100	40	(514)	600	1,114	(1,200)			686	42.9%	
4281 Contractor - Vwindow Cleaning	(60)	0	(60)	(60)	0	60	0			(60)	0.0%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)			300	0.0%	
4320 Mtc - H & S Conformances	0	0	0	(29)	0	29	(250)			221	11.6%	
4332 Mtc - Fire/Security Systems	0	100	100	(253)	600	853	(1,200)			948	21.0%	
4336 Mtc - Building Fabric	0	0	0	0	0	0	(500)			500	0.0%	
4337 Mtc - Building Services	0	0	0	(185)	0	185	(1,000)			815	18.5%	
4338 Mtc - Internal Decoration	0	(240)	(240)	0	0	240	(1,000)			760	24.0%	
4339 Mtc - External Decoration	0	0	0	(440)	0	0	(500)			500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(444)	444	884	(740)			300	59.5%	
4343 Electricity	0	0	0	(795)	2,000	2,795	(6,500)			5,705	12.2%	

Month No: 6

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
4345	Water	0	125	125	(438)	750	1,188	(1,500)		1,062	29.2%	
<u>250</u>	Priory Park Clubhouse											
1158	Annual Hire - Rooms	108	109	1	314	327	13	981			32.0%	
1161	Annual Hire - Storage	48	48	0	139	144	5	432			32.1%	
1220	Hire Fees - Rooms	1,625	1,470	(155)	10,335	8,820	(1,515)	17,640			58.6%	
1223	Hire Fees - Storage	17	17	1	99	102	3	204			48.5%	
4102	Prof Fees - PAT Testing	0	0	0	(90)	0	90	(75)			(15)	120.0%
4106	Prof Fees - Hardwire Inspections	0	630	630	0	630	630	(630)			630	0.0%
4109	Prof Fees - H&S Bldg Report	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	(527)	0	(527)	(1,054)	600	1,654	(1,200)			146	87.8%
4277	Contractor - Water Monitoring	(60)	100	40	(514)	600	1,114	(1,200)			686	42.9%
4281	Contractor - Window Cleaning	(50)	0	(50)	(200)	300	500	(600)			400	33.3%
4282	Contractor - Cleaning	0	350	350	(1,440)	2,100	3,540	(4,200)			2,760	34.3%
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 - Fire/Security Systems	(40)	83	43	(240)	498	738	(1,000)			760	24.0%
4336	Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)			(960)	292.0%
4337	Mtce - Building Services	(655)	0	(655)	(2,315)	0	2,315	(1,000)			(1,315)	231.5%
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%

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Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current 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	(254)	255	1	(1,529)	1,525	3,054	(2,545)		1,016	60.1%	
4343	Electricity	0	0	0	467	1,250	783	(4,500)		4,967	(10.4%)	
4344	Gas	(19)	100	81	(671)	550	1,220	(3,000)		2,330	22.3%	
4345	Water	0	0	0	(739)	200	939	(500)		(239)	147.9%	
<u>260</u>	<u>The Jubilee Hall Building</u>											
1087	Income - PAT Testing Recharge	0	0	0	23	0	0	(23)	100		22.5%	
1153	Annual Hire - Diamond Suite	309	400	91	1,853	2,400	547	4,800			38.6%	
1220	Hire Fees - Rooms	3,039	2,800	(239)	19,840	16,800	(3,040)	33,600			59.0%	
1225	Hire Fees - Kitchen	215	175	(40)	1,194	1,050	(144)	2,100			56.9%	
4102	Prof Fees - PAT 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 - H&S Bldg Report	0	0	0	0	200	200	(200)			200	0.0%
4142	Performing Rights - Music Fees	0	0	0	(224)	0	224	(500)			276	44.8%
4158	Premises Licence	0	0	0	(14)	0	14	(21)			7	66.7%
4275	Contractor - Trade Waste	(1,196)	1,200	4	(2,483)	2,540	5,028	(2,750)			262	90.5%
4277	Contractor - Water Monitoring	(60)	100	40	(514)	600	1,114	(1,200)			686	42.9%
4281	Contractor - Window Cleaning	(60)	0	(60)	(240)	360	600	(720)			480	33.3%
4282	Contractor - Cleaning	(180)	0	(180)	(960)	0	960	(750)			(210)	128.0%
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	(63)	0	63	(500)			437	12.5%
4332	Mtce - Fire/Security Systems	(40)	66	26	(528)	396	924	(800)			272	66.0%

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current 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
4336	Mtce - Building Fabric	(5)	0	(5)	(5)	0	5	(500)		495	1.1%	
4337	Mtce - Building Services	0	0	0	(1,657)	0	1,657	(1,000)		(657)	165.7%	
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	(735)	668	(67)	(4,408)	4,008	8,416	(6,680)		2,272	66.0%	
4343	Electricity	0	1,500	1,500	(1,733)	3,500	5,233	(6,500)		4,767	26.7%	
4344	Gas	(270)	100	(170)	(2,449)	2,950	5,399	(8,900)		6,451	27.5%	
4345	Water	0	0	0	(418)	460	878	(920)		502	45.4%	
<u>261</u>	<u>Jubilee Hall Car Park & Ground</u>											
1088	Income - Electric Charge M/C's	0	0	0	802	500	(302)	1,000			80.2%	
1089	Income - Car Parking M/C's	267	115	(152)	1,859	690	(1,169)	1,380			134.7%	
1152	Annual Hire - Season Tickets	208	0	(208)	1,075	406	(669)	1,138			94.5%	
1211	Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150	Ticket M/C Card Charges	(36)	185	149	(977)	1,110	2,087	(2,220)			1,243	44.0%
4270	Contractor - Arboricultural	0	0	0	(500)	0	500	(350)			(150)	142.9%
4281	Contractor - Window Cleaning	(20)	0	(20)	(60)	120	180	(240)			180	25.0%
4286	Contractor - Car Park Tickets	0	0	0	0	0	0	(300)			300	0.0%
4287	Contractor - Electric Charge Mac	(240)	0	(240)	(240)	0	240	(150)			(90)	160.0%
4325	Mtce - Car Park Ticket M/c's	(213)	197	(16)	(755)	394	1,149	(788)			33	95.8%
4329	Mtce - Fencing	0	0	0	0	0	0	(250)			250	0.0%
4341	Non Domestic Rates	0	825	825	(4,537)	4,952	9,489	(8,252)			3,715	55.0%
4343	Electricity	(194)	52	(142)	(562)	362	924	(712)			150	78.9%

Month No: 6

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
<u>270 Well House</u>											
4337 Mtce - Building Services	0	0	0	(302)	0	302	0			(302)	0.0%
4341 Non Domestic Rates	(329)	0	(329)	(998)	0	988	0			(988)	0.0%
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	300	300	600				0.0%
1132 Contract Hire - Rooms	575	500	(75)	3,450	3,000	(450)	6,000	6,000			57.5%
1133 Contract Hire - Storage	0	25	25	0	150	150	300	300			0.0%
4102 Prof Fees - PAT Testing	0	0	0	0	0	0	0	(100)			0.0%
4106 Prof Fees - Hardwire Inspections	0	0	0	0	0	0	0	(375)			0.0%
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	0	(150)			0.0%
4277 Contractor - Water Monitoring	(60)	63	3	(284)	498	782	(1,000)	716			28.4%
4281 Contractor - Window Cleaning	(50)	0	(50)	(50)	0	50	0	(50)			0.0%
4320 Mtce - H & S Conformances	0	0	0	(210)	0	210	(250)				40
4332 Mtce - Fire/Security Systems	0	100	100	(130)	600	730	(1,200)	1,070			83.9%
4336 Mtce - Building Fabric	(1)	0	(1)	(356)	0	356	(500)				71.3%
4337 Mtce - Building Services	(344)	0	(344)	(559)	0	559	(1,000)	441			55.9%
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	440	440	(736)	736			0.0%
4343 Electricity	0	0	0	0	1,250	1,250	(4,500)	4,500			0.0%
4344 Gas	0	100	100	0	550	550	(3,000)	3,000			0.0%
4345 Water	0	125	125	0	750	750	(1,500)	1,500			0.0%

Month No: 6

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Variance	Current Month	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
280 Groundsman Building													
4102 Prof Fees - PAT Testing	0	0	0	(300)	(300)	(90)	0	90	(150)	60	60.0%		
4106 Prof Fees - Hardwire Inspections	(300)	0	(300)	(455)	(455)	(1,775)	0	300	(190)	(110)	157.9%		
4274 Contractor - Waste Skip Hire	0	0	(455)	(23)	40	18	(35)	1,365	3,140	(2,730)	956	65.0%	
4332 Mtce - Fire/Security Systems	(23)	40	18	(35)	240			240	375	(500)	365	27.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	0	0	0	(250)	250	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	0	0	0	(500)	500	0.0%	
4343 Electricity	0	0	0	(54)	1,000	1,054	(6,000)	1,000	1,054	(6,000)	5,946	0.9%	
290 Playgrounds & Leisure Areas													
4109 Prof Fees - H&S Bidg Report	0	0	0	0	0	0	0	0	0	(850)	850	0.0%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	(450)	(3,150)	(260)	145	350	(145)	(60)	141.7%	
4270 Contractor - Arboricultural	(450)	0	(450)	(260)	0	(2,303)	0	0	3,150	(3,500)	350	90.0%	
4280 Contractor - Grounds	(260)	0	(260)	0	0	(137)	0	0	2,303	(3,000)	697	76.8%	
4313 Materials - Signage	0	0	0	0	(278)	(525)	(278)	0	0	137	(300)	163	45.8%
4320 Mtce - H & S Conformances	0	0	0	0	0	(525)	0	0	278	(2,000)	1,722	13.9%	
4327 Mtce - Play & Leisure Equipment	0	0	0	0	0	0	0	0	2,775	(4,500)	3,975	11.7%	
4329 Mtce - Fencing	0	0	0	0	0	0	0	0	0	(1,000)	1,000	0.0%	
299 Capital - Halls & Grounds													
1336 WCC CIL Funding 2024-25	40,000	0	(40,000)	133	0	19,637	0	40,000	0	40,000	0	100.0%	40,000
1368 WCC Open Space Fund	(1,414)	0	(1,414)	(2,340)	0	(2,340)	0	(840)	18,797	(2,500)	104.5%	19,637	
4350 Minor Assets	0	0	0	(6,146)	0	(6,146)	0	2,340	0	6,146	160	93.6%	
4364 Southern Footpath Cycleway	0	0	0	(1,166)	0	(1,166)	0	6,146	0	(1,166)	(6,146)	0.0%	6,146
4386 Floor Polisher PP	0	0	0	0	0	0	0	0	0	0	(1,166)	0.0%	1,166

Detailed Income & Expenditure by Phased Budget Heading 09/10/2024

Month No: 6

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
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	(62,149)	99,750	161,899	(99,750)		37,601	62.3%	62,149
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%	
4412 Resurface Car Parks	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4414 Buildings Replace /Refurb	0	0	0	0	0	0	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	(4,900)	0	(4,900)	(4,900)	6,000	10,900	(8,000)		3,100	61.3%	4,900
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	(1,779)	0	(1,779)	(75,595)	78,198	153,793	(78,198)		2,603	96.7%	75,595
Grand Totals:- Income	48,816	7,883	(40,933)	111,502	102,752	(8,750)	148,585			75.0%	
Expenditure	17,575	8,812	(8,763)	289,436	264,536	(24,900)	425,539	0	136,103	68.0%	
Net Income over Expenditure	31,241	(929)	(32,170)	(177,934)	(161,784)	(16,150)					
plus Transfer from EMR	6,679			214,346							
less Transfer to EMR	40,133			59,637							
Movement to/(from) Gen Reserve	(2,213)			(23,226)							

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 6

	Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
	1336	WVCC CIL Funding 2024-25	Sep	40,000	40,000	0	40,000	0	EMR 376 Solar Panels
	1337	WVCC S106 Funding 2024-25	Oct	0	0	0	0	25,815	EMR 373 Southern Footpath
	1368	WVCC Open Space Fund	Aug	18,797	18,797	0	19,637	0	EMR 315 Montague Rd/378 Albany Rd
	1400	WVCC Rural England PF	Mar	0	0	0	0	49,000	EMR 377 Extend Parking PP
	Total Gross Committee Income		58,797	58,797	0	59,637	74,815		
Expenditure	4350	Minor Assets	Oct	2,500	0	2,500	2,340	0	Bins/Step Ladder/Blower Kit/Tennis Net/Goals
	4364	Southern Footpath/Cycleway	Jul	0	0	0	6,146	0	EMR 373
	4365	Replace Tractor	Sep	0	0	0	0	33,500	EMR 330
	4368	Replace Topper/Mower	Sep	0	0	0	0	17,150	EMR 340
	4386	Floor Polisher/PP	-	0	0	0	1,166	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Aug	0	0	0	60,205	7,838	EMR 374
	4393	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	62,149	0	EMR 376
	4415	Tennis Court Maintenance	Jul	6,000	6,000	0	4,900	0	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Oct	2,500	0	2,500	0	2,500	
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	3,311	0	EMR 351
	4422	Replace Paving Stones	Oct	2,500	0	2,500	0	2,500	
	4423	EV Chargers	Jan	11,000	11,000	0	0	11,000	EMR 336
	4432	Montague Rd Play Areas	Oct	0	0	0	0	2,820	EMR 315 (£2,820 incl £2,405 WCC-OSF)
	4450	Extend Parking (PP)	Sep	0	0	0	0	7,838	EMR 377 (Budget £100,000)
	4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 390
	4487	Building Maintenance	Oct	18,500	18,500	0	0	18,500	EMR 379
	4500	Albany Road Play Park	May/Jul	78,198	78,198	0	75,595	0	EMR 378 (incl £17,232 WCC-OSF)
	Total Gross Committee Expenditures		220,948	213,448	7,500	216,886	103,646		
	EMR Movements		154,651	154,651	0	154,709	23,831		
	Total Net Committee Expenditures		7,500	0	7,500	2,340	5,000		

Approved transfers
PC321/23
PC329/23



Halls and Grounds Committee – 15th October 2024

Draft Budget 2025 – 2026 & Capital Projects Prioritisation

– for consideration

The following draft budget for the 2025-2026 financial year has been prepared by the Finance Manager following meetings with the Budgeting Working Group appointed by the Committee.

For a list of potential future projects under the remit of the Halls and Grounds Committee, and whether funding has been budgeted for them, see the last page of the spreadsheet. Committee members are asked to consider whether there are any additional projects that they would propose are added to the list and to also whether they would propose any other changes to the current allocation of funds for the coming financial year.

Proposal: **To consider the draft Halls and Grounds budget for 2025 – 2026 financial year, including the budgeted funding for future capital projects.**

Committees Officer/Finance Manager 10.10.24

Halls and Grounds Committee

CC230 Hall/Bidets - Generator	Income	1201 Hire Fees - Skittle Allianc	Total Income
Expenditure			
41965 Prof Fees - Bidets Value			
4107 Prof Fees - Health & Safety			
4109 Prof Fees - H&S Report			
4110 Prof Fees - Fire Risk			
4110 Prof Fees - Fire Risk			
4170 Advertising			
4309 Materials - Cleaning			
4310 Materials - Tools & Min			
4311 Materials - Locks and			
4313 Materials - Signage			
4316 Materials - Kitchen Su			
Total Expenditure			
Total Net Expenditure			
CC240 Hoe Road Pavilion	Income		
Expenditure			
1131 Contract Hire - Kitche			
1132 Contract Hire - Rooms			
1133 Contract Hire - Storage			
1220 Hire Fees - Rooms			
Total Income			
Expenditure			
4102 Prof Fees - PAT Testin			
4106 Prof Fees - Hardwar			
4109 Prof Fees - H&S Report			
4277 Contractor - Waar Mo			
4263 Contractor - Maintenance			
4278 Contractor - Plumbing			
4279 Contractor - Plumbing			
4285 Contractor - Hygiene &			
4307 Materials - Delphi Equip			
4320 Mice - H & S Conformat			
4323 Mice - Fire/Safety Sys			
4336 Mice - Building/Fabric			
4327 Mice - Building Services			
4338 Mice - Internal Decorat			
4339 Mice - External Decorat			
4341 Non Domestic Rates			
4343 Electricity			
4345 Water			
Total Expenditure			
Total Net Expenditure			
CC250 Priory Park Clubhouse	Income		
Expenditure			
4102 Prof Fees - PAT Testin			
4106 Prof Fees - Hardwar			
4109 Prof Fees - H&S Report			
4112 Performing Rights - Mo			
4158 Performers Licence			
4275 Contractor - Trade War			
4277 Contractor - Water Mon			
4278 Contractor - Maintenance			
4279 Contractor - Plumbing			
4283 Contractor - Building/Fabric			
4281 Contractor - Cleaning			
4282 Contractor - Cleaning			
4285 Contractor - Hygiene W			
4307 Materials - Delphi Equip			
4320 Mice - H & S Conformat			
4332 Mice - Fire/Safety Sys			
4336 Mice - Building/Fabric			
4337 Mice - Building Services			
4338 Mice - Internal Decorat			
4339 Mice - External Decorat			
4341 Non Domestic Rates			
4343 Electricity			
4344 Gas			
4345 Water			
Total Expenditure			
Total Net Expenditure			
CC260 The Jubilee Hall	Income		
Expenditure			
1167 Income - PAT Testing F			
1153 Annual Hire - Diamond			

Financial Statement - Income & Expenditure																			
Income								Expenditure											
Category		Sub-Category		Type		Period		Type		Period		Type		Period					
1220	Hire Fees - Rooms			£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000	£3,000				
1223	Hire Fees - Storage			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
1225	Hire Fees - Kitchen			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0			
Total Income		£23,600		£22,234		£185		£185		£185		£185		£185		£36,000			
Expenditure		£20,600		£12,692		£3,550		£3,550		£3,550		£3,585		£3,585		£43,286			
4102	Prof Fees - PAT Testing			£125	£125	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£150	£150	
4106	Prof Fees - Hardwire Inspections			£650	£650	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4108	Prof Fees - H&S Reports			£200	£200	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4112	Performing Rights - Music Fees			£500	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4158	Premises Licence			£271	£271	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	
4277	Contractor - Trade Waste			£2,750	£2,776	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£1,280	£2,860	£2,860	
4278	Contractor - Water Monitoring			£1,700	£1,755	£104	£104	£104	£104	£104	£104	£104	£104	£104	£104	£104	£1,065	£1,065	
4279	Contractor - Maintenance & Repairs			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4280	Contractor - Electrical			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4281	Contractor - Plumbing & Heating			£720	£720	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4282	Contractor - Cleaning			£750	£750	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£120	£2,200	£2,200	
4285	Contractor - Hygiene Waste			£960	£960	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4307	Materials - Delfs Equipment			£1,972	£1,972	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4316	Materials - Kitchen Supplies			£300	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4320	Mice - H & S Conformances			£500	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4332	Mice - Fire/Security Systems			£600	£768	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£500	£500	
4337	Mice - Building Fabric			£500	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4338	Mice - Building Services			£1,637	£1,637	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4349	Mice - Internal Decoration			£1,000	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4343	Non Domestic Rates			£6,680	£7,348	£750	£750	£750	£750	£750	£750	£750	£750	£750	£750	£750	£7,500	£7,500	
4344	Electricity			£6,500	£6,233	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£1,500	£6,000	£6,000	
4345	Gas			£8,500	£8,399	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£8,450	£8,450	
4346	Water			£920	£7,316	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£200	£1,000	£1,000	
Total Net Expenditure over Income		£3,677		£3,723		£37,504		£32,151		£2,151		£2,416		£2,416		£-5,186			
CC261 Jubilee Hall Car Park & Grounds																			
Income		£1,000		£1,302		£85		£85		£85		£85		£85		£1,020			
1089	Income - Electric Charge MC's			£3,560	£3,560	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£1,020	£1,020	
1152	Income - Car Parking MC's			£1,138	£1,138	£41	£41	£41	£41	£41	£41	£41	£41	£41	£41	£41	£3,000	£3,000	
1211	Hire Fees - Grounds			£42	£33	£34	£34	£34	£34	£34	£34	£34	£34	£34	£34	£34	£941	£941	
Total Income		£3,560		£5,887		£1,428		£335		£335		£335		£335		£5,995			
Expenditure		£2,220		£2,269		£195		£195		£195		£195		£195		£2,340			
4281	Contractor - Abriicultural			£250	£250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,340	£2,340	
4284	Contractor - Window Cleaning			£160	£160	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£240	£240	
4286	Contractor - Car Park Tickets			£300	£300	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£300	£300	
4287	Contractor - Electricity Charge Mac			£240	£240	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£240	£240	
4314	Materials - Parking Permits			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4324	Mice - Car Park Ticket MC's			£768	£739	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£250	£1,000	£1,000	
4329	Mice - Fencing			£250	£250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4341	Non Domestic Rates			£6,169	£6,000	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£6,000	£6,000	
4343	Electricity			£13,262	£13,495	£150	£980	£655	£655	£655	£655	£655	£655	£655	£655	£655	£820	£820	
Total Net Expenditure over Income		£9,702		£7,608		£740		£568		£568		£568		£568		£5,945			
CC270 Coronation Hall																			
Income		£6,900		£6,900		£588		£588		£588		£588		£588		£7,056			
1126	Contract Hire - Well House			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Total Income		£6,900		£6,900		£588		£588		£588		£588		£588		£7,056			
Expenditure		£6,906		£7,042		£0		£0		£0		£0		£0		£0			
4096	Prof Fees - Halls Assessments			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4106	Prof Fees - PAT Testing			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4108	Prof Fees - Hardwire Inspections			£775	£775	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£150	£1,048	£1,048	
4109	Prof Fees - H & S Reports			£150	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4127	Contractor - Maintenance & Repairs			£789	£789	£104	£104	£104	£104	£104	£104	£104	£104	£104	£104	£104	£2,275	£2,275	
4273	Contractor - Electrical			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4253	Contractor - Plumbing & Heating			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4337	Contractor - H & S Conformances			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
4341	Non Domestic Rates			£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Net Expenditure over Income		£0		£3,264		£0		£0		£0		£0		£0		£0			
CC275 Coronation Hall																			

	£300,000	£302,500
Upgrade Car Park & Track (H/R)	£0	£0
Extend ESS Building	£0	£0
Resurface Play Areas	£0	£0
Window Blinds (J/H)	£0	£0
Replace Play Area Equip	£0	£0
Upgrade CCTV (P/P)	£0	£0
Resurface Car Parks	£2,500	£0
Building Replace / Rehab	£5,000	£0
Tennis Court Maintenance	£8,000	£0
Upgrade Intruder Alarm (J/H)	£2,500	£0
Carless Air Gun (E/S)	£0	£0
Cots - Purchase of Community Asset	£0	£0
Replace Paving Stones (J/H)	£2,500	£0
EV Chargers	£11,000	£11,000
Coronation Hall Renovations	£0	£0
Replace Dragons Teeth (H/R)	£2,500	£0
Mult-tool, Battery & Charger	£0	£0
Adjustment Fencing	£0	£0
HR Drainage	£0	£0
Mortage rd Play Areas	£2,553	£0
Extend E Parking P/P	£100,000	£0
Sports Size MUGA (H/R)	£0	£0
Natal Wood Play Area	£0	£0
Water Based Play Area	£0	£0
51 Folding Tables (J/H)	£0	£0
Stackable Chairs (J/H)	£574	£0
Replace Clubhouse PP	£0	£0
Building Maintenance	£24,500	£18,500
Albany Road Play Park	£76,156	£75,595
Resurface Gold Room Floor (J/H)	£0	£0
Replace Goals (P/P)	£0	£0
Total Capital Expenditure	£242,446	£420,625
Total Net Capital Expenditure over Income	£132,651	£265,173

Total Income		£89,788	£86,796	£10,716	£8,758	£19,751	£8,595	£6,390	£8,887	£10,030	£8,682	£7,701	£9,905	£7,700	£7,932	£114,227	£100,658	£76,425	
Total Expenditure		£133,091	£172,692	£20,063	£14,063	£24,658	£13,586	£8,125	£27,275	£33,230	£17,187	£10,435	£19,385	£6,545	£29,705	£94,285	£168,510	£159,428	
Total Net Revenue / Expenditure		£-43,303	£-57,896	£-9,347	£-5,305	£-14,908	£-14,981	£-1,735	£-1,622	£-23,200	£-665	£-2,734	£-19,490	£-1,155	£-21,774	£-30,042	£-87,652	£-83,003	
Total Capital Income																			
Total Capital Expenditure																			
Total Net Capital Expenditure																		0	
Total Net Committee Expenditure		£76,954	£62,059	£21,847	£5,305	£34,905	£34,908	£1,735	£42,491	£1,735	£57,734	£55,700	£665	£22,734	£11,980	-£1,155	£24,274	£51,1988	£290,152
Total Net Committee Expenditure (Check)		£76,954	£62,059	£21,847	£5,305	£34,905	£34,908	£1,735	£42,491	£1,735	£57,734	£55,700	£665	£22,734	£11,980	-£1,155	£23,774	£57,398	£290,152
Total Net Committee Expenditure (Check)		£76,954	£62,059	£21,847	£5,305	£34,905	£34,908	£1,735	£42,491	£1,735	£57,734	£55,700	£665	£22,734	£11,980	-£1,155	£24,274	£51,1988	£290,152

Total Net Committee Expenditure (Check) £2,0354 £362,

Summary of Budget Setting Decisions

- hire/bases/licence income codes Southern Fontinah - 205

New Cost Centre Code for Souterrain Prolouge - 230.
New Nominal Code for Mee - Footpath, Bridges - 4328 (linked with CC235) with budget of £500
01/2020 Prof Fees Tree Surveys - All sites 2026-27 (inc SINCA/Bishops Meadow/Albany Wood)

70/10/20/225/226/290 Contractor Aboriginal - Remove from individual cost centres and move to 200 General G

10/200 Request 1 or cordless battery powered jet washer £88
11/200 Materials Locks & Keys - reduce to £50

29/12/2025/22/26/261 Mtc Fencing - Remove from individual cost centres and move to 200 General Group

1/1/220 Mice Car Parks - New code with a budget of £250
31/1/220 Contractor Ground Works - Sand Banding required to cover costs of plough ground works
1/1/220 Future PATRICK Flower - New code for grant to cover costs of plough ground works
1/1/220 Future FARMING FUTURE - New code for grant to cover costs of plough ground works

0 Halls General - Change to Halls/Bldgs General

09/24/20/25/02/20/27/28/280 Prof Fees H&S Reports - Remove from individual cost centres and move to 2026/27 £1,500
10/12/20 Prof Fees Fire Risk Assessment 2026/27 £1,500

For C-425-260 Contractor Hygiene Waste - Add to contract hygiene waste bin required £200 per year (£75 per year C-425-260 Contractor Hygiene Waste bin fees retained by the Council - 3 years - next required 2023/2024 (£250 per year C-425-260 Contractor Hygiene Waste - Reduce to £300 per year, new contract

07/24/20/25/26 Materials - Deli equipment - Pads require replacement March 2026, new batteries required

337/37/24/20/25/01/26/01/27/01/27/5/280 Building Services - Remove and replace with #278 Contractor Electrical and Mice Fire/Security Systems - Reimagine Mice Alarm & CCTV Systems 332/24/20/25/01/26/01/27/01/27/5/280 Mice Alarm & CCTV Systems - Reimagine Mice Fire/Security Systems and build

External Decoration - Increase to £1,000 due to external painting required in 2025/26

87/250 Income - PAT Security Systems - £70 to unlock account for maintenance services or new camera's installed

1/6/260 Materials Kitchen Supplies - Remove and add to 230 Halls/Bldgs General with costs for PP included
1/4/3/260 Electricity - Reduce to £6,000 for expected reduction due to Solar Panels installation

4/1/281 Non Domestic Rates - Not advised of new rates due to business rate reduction - Budget £600 x 10

• 99/280 Prof Fees H&S Reports - Increase to £1,000
• 99/277 - Budget for resurfacing of H&B track and car parks?

Capital Projects	Notes
1 Reproduce Dragons Teeth - HR	£1,750 25/26
2 HR Drainage	£20,000 25/26
3 Upgrade Car Park & Track HR	£20,000 27/28
4 2x New benches - HR Tennis Courts	£1,000 24/25
5 Replace Bike Hops - All bogs	? Not priority
6 Allotment Fencing	£10,000 25/26
7 Replace Pick up Truck or lease?	£15,000 25/26
8 PP Pavilion	£1,710,000 25/27 income from Funding/Grants
9 Expenditure PP Pavilion 2025/26	£90,000 25/26
10 Expenditure PP Pavilion 2025+	£1,910,000 25/27 Using £220k from sale of Well House
11 Coronation Hall Renovations	£10,000 25/26
12 Extension to Southern Footpath/PP track	£22,000 25/26
13 Phony Meadow Footpath	? Not priority
14 Montague Road Site Survey	£22,000 Not priority
15 HR Pavilion Renovations/Replacement	? Not priority
16 Youth Shelter PP	£10,000 Not priority Seek grant funding

**Halls and Grounds Committee – 15th October 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 (WCC has recently sealed this agreement document so funds are now available to BWPC)
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.

Committees Officer 10.10.24



Halls and Grounds Committee – 15th October 2024

Southern Shared Pathway Project Update – for information

Phase 4 Update

- An additional bollard has been ordered and will be secured to the pavement (where the ramp sign is situated below) adjacent to the pedestrian crossing, to stop people cutting the corner to avoid the speed restrictor. We are still awaiting contractor installation.



Footpath Updates

- Way markers have now been fixed in place along the footpath, as shown below.



Pathway at Buttercup Road



Pathway at Albany Road



Junction of the footpaths near The Avenue



Pathway at Bosworth Gardens



- Additional pedestrian and cycle signage has been added at the Priory Park pedestrian crossing zone.



- The hedgerow at Priory Park entrance has also been reduced to improve driver and pedestrian visibility in the area.



Before



After

- The lecterns that have been sourced are of A2 size (see below) and cost £599 ex VAT. We are currently awaiting funding and approval from HCC to allow us to site one lectern along the railway line. The other will be situated adjacent to the pathway bridge at Buttercup Road.



Proposal: - To note the above.

Project Manager 09.10.24

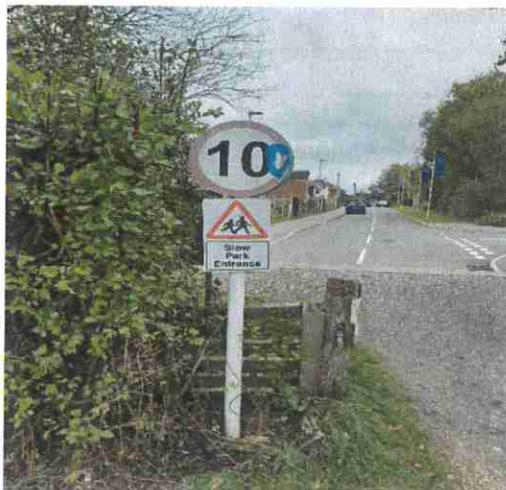


Halls and Grounds Committee – 15th October 2024

Albany Road Play Area Project – *for consideration.*

Current Status

- Warning signs have now been installed adjacent to the park entrance at the top of the track that leads to the cricket club. (shown below)



- Note – the speed limits shown for this area are 10 m.p.h., the Committee are asked to consider whether this should be reduced to 5 m.p.h. to further safeguard pedestrians entering the play area. For reference, the track at the Hoe Road Recreation Ground is signposted as 5 m.p.h.
- The picnic table and 2 benches purchased for the area are shown below, (following the Committee resolution from their meeting held on 20.08.24). The total cost of these items was £1407 excluding VAT. We have now taken delivery of these items and are in the process of installing them.





- The proposed positions for the benches and picnic table are shown below.



Approx bench position 1



Approx bench position 2



Approx picnic table position

Proposal:

- i) To note the purchase price of the benches and table as being £1407 (excluding VAT).
- ii) To consider whether the speed warning signs at the park entrance should be reduced from 10m.p.h. to 5 m.p.h. (as per Hoe Road Recreation Ground track).

Invoice INV051522
Customer Address

BISHOP'S WALTHAM PARISH COUNCIL
 ROBERT THORNE
 THE JUBILEE HALL
 LITTLE SHORE LANE
 BISHOP'S WALTHAM, HAMPSHIRE SO32 1ED
 United Kingdom

Delivery Address

BISHOP'S WALTHAM
 ROBERT THORNE
 THE JUBILEE HALL
 LITTLE SHORE LANE
 BISHOP'S WALTHAM,
 United Kingdom

Marmax Products Limited
 Tanfield Lea South Industrial
 Tanfield Lea , DH9 9QX
 County Durham

External Document No.	# 7416	Email	sales@marmaxproducts.co.uk
Bill-to Customer No.	BISH12	Home Page	www.marmaxproducts.co.uk
Invoice No.	INV051522	Phone No.	01207 283442
Order No.	SO052571	Registration No.	1661404
Document Date	25 September 2024	VAT Registration No.	GB 706 651 637
Due Date	30 October 2024	Bank	Nat West PLC
Delivery Note No.	DEL063645	IBAN	GB39NWBK60600598841939
Payment Terms	30 Days from End of Month	SWIFT Code	NWBK GB 2L
Shipment Method	carrier		

No.	Description	Qty	Unit of Measure	Unit Price Excl. VAT	Disc. %	Line Amount Excl. VAT
STBR1570600875	TRADITIONAL BROWN 3 SEAT	2	Each	380.00	0	760.00
BPASTBR21001600 740	STURDY PICNIC BROWN EXT TOP	1	Each	647.00	0	647.00
	CARRIAGE/PACKAGING/WAREHOUSE	1		150.00	0	150.00
	BACS PAYMENT RECEIVED WITH THANKS				0	0.00
					Subtotal	1,557.00
					20% VAT	311.40
					Total £	1,868.40

VAT Amount Specification

VAT Identifier	VAT %	VAT Base	VAT Amount
STANDARD	20	1,557.00	311.40

Payment Terms	30 Days from End of Month	SWIFT Code	NWBK GB 2L
Bank Name	Nat West PLC	IBAN	GB39NWBK60600598841939
Bank Sort Code	60-60-05	VAT Registration No.	GB 706 651 637
Bank Account No.	98841939	Registration No.	1661404

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 Member of the Samuel Grant Group





Halls and Grounds Committee – 15th Oct 2024

Montague Road Play Area Update

– for information

Current Status:-

- Following the approval for this project on 8th October by Full Council, a site meeting has been conducted with the approved contractor to discuss all aspects of the project. I have now received the RAMS and timing plan for the project, which is due to commence on 17th October.



- The goal has now been installed on the kickabout area at Montague play area – see below.



Proposal: To note the above.

Project Manager 09/10/24



Halls and Grounds Committee – 15th October 2024

Priory Park Overflow Car Park Project Update – *for consideration*

Waste Water Pipe Repair

The work to replace the section of pipe under the car park that had partially collapsed has now been completed. The trench has been refilled and the overflow car park has been returned to use.

Expansion and Resurfacing Invitation to Tender

Following the approval of the Invitation to Tender document by Full Council in their meeting held on 10th September, the document was uploaded to Contracts Finder and the tender period commenced on Wednesday 2nd October.

<https://www.contractsfinder.service.gov.uk/Notice/af68ef6d-b679-4f90-98c7-e3aa4f441346>

Thus far, six contractors have contacted the Council to inform them of their intention to tender for the work.

The timetable for the next stages of the project that was included in the Invitation to Tender is as follows:

- Contract published on Contracts Finder 02.10.24
- Deadline for submissions 04.11.24
- Tender evaluation initiated 05.11.24
- Contract awarded pending satisfactory references 13.11.24
- Project completion deadline 14.03.25

The ACSO has continued to report repeated issues with parking congestion on Elizabeth Way during peak usage of the Priory Park site on Saturday mornings. It is suggested that a letter be delivered to local residents to update them regarding the overflow car park project progress.

Proposal: **To note the commencement of the tender process for the expansion and resurfacing of the Priory Park Overflow Car Park.**

Committees Officer

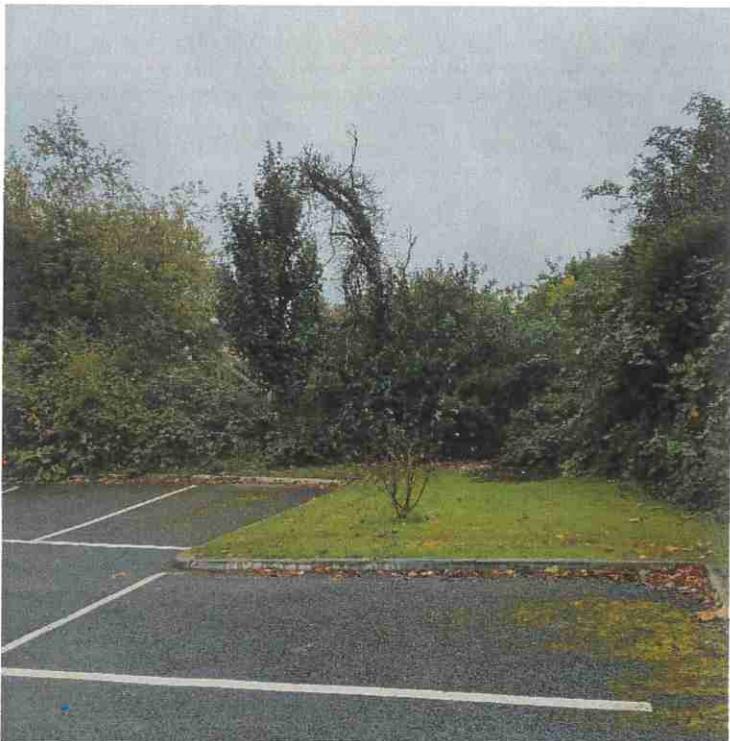
10.10.24



Halls and Grounds Committee – 15th October 2024

Expenditure to Remove Dead Tree in Jubilee Hall Car park – *for ratification*

During the week commencing 7th October, a quotation for £150 was accepted for the removal of a dead tree from the south eastern corner of the Jubilee Hall car park. The leaning tree which overhangs a neighbour's garden was a health and safety concern, and as such the Chairman of the Committee along with the Committee's Clerk, was able to authorise the necessary expenditure within the Council's Financial Regulations.



Proposal: To ratify the expenditure of £150.00 (excluding VAT) for the removal of a dead tree from the Jubilee Hall Car Park.

Committees Officer

10.10.24



Halls and Grounds Committee – 15th October 2024

Winter Tennis Open Session Hours – *for consideration*

During the summer months the open sessions (unbookable, free of charge sessions for the general public) at the tennis courts at Hoe Road are as follows:

Tuesdays: 9am – 4pm
Thursdays: 9am – 4pm
Sundays: 4pm – 9pm

The Grounds Team are responsible for the unlocking and locking of the courts for these sessions.

In recent years, during the winter months, the weekday sessions have been continued, but the finish time has been brought forward to 3.30pm to align with the grounds team's working pattern.

The Sunday sessions have not been continued during the winter months, because of the limited daylight during the winter months

Proposal: **To consider the information tabled and to confirm the start and finish times of the open sessions for the tennis courts at the Hoe Road Recreation Ground during the winter months.**

Committees Officer

10.10.24



Halls and Grounds Committee – 15th October 2024

EV Charger Proposal at Priory Park and Hoe Road – *for consideration*

This agenda item will be moved to the confidential section of the meeting.

A company that installs and manages charging points for electric vehicles has approached the office with a proposal for the installation of some chargers at the Council's sites at Priory Park and Hoe Road Recreation Ground. The proposal received will be emailed to councillors as a separate document and should be treated as confidential.

Recommendation: To consider the proposal received relating to the installation of electric vehicle charging points at Priory Park and Hoe Road Recreation Ground and whether to explore the proposal further which will require the signing of a non-disclosure agreement with the service provider.

Committees Officer 10.10.24