



**Bishop's Waltham Parish Council**  
**A Meeting of the Parish Council Community and Environment Committee**  
**Monday 21<sup>st</sup> October 2024 at 7:00pm in the Ruby Room of the Jubilee Hall**

The meeting will be open to the public unless the Committee directs otherwise.

**Agenda**

**All papers/reports are available from the Council Offices (except where classified as confidential).**

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items
4. Public Session - *for information only*
5. To approve the minutes of the Community & Environment Committee – 23<sup>rd</sup> September 2024
6. Actions arising from the Community & Environment Committee meeting – 23<sup>rd</sup> September 2024
7. Financial position year to date – *to note current position*
8. Draft Budget 2025-2026 – update from Working Group - *for consideration*
9. Grants Update – *for information*
10. St Peter's Country Fayre Event Report – *for information*
11. Skate Jam Event Report – *for information*
12. Clean Up Event Report – *for information*
13. Greening Campaign Launch Event Report – *for information*
14. Update from Sustainable Bishop's Waltham – *for consideration*
15. Update from Christmas Tree Working Group – *for consideration*
16. Social Media Policy Review – *for consideration*
17. Remembrance Planning Update - *for consideration*
18. Thank You Event Planning Update – *for consideration*
19. VE Day 80 Event Planning – *for consideration*
20. Bishop's Waltham Christmas Fayre – *for consideration*
21. Village Awards and Promotion Via Information Kiosk – *for consideration*
22. Winchester City Council Wellbeing and Community Resilience Strategy – *for information*
23. Councillors' Reports
  - i) Museum Trust Meeting – *for information*
  - ii) Town Team Meeting - *for information*

- 24. Chairperson's Report – *for information*
- 25. Grant Applications – *for consideration*
- 26. Requests for future agenda items - *for information*
- 27. Date of next meeting – 25<sup>th</sup> November 2024 at 7pm

*C Wilkinson*

**Administration Officer/Clerk to the Committee**

15<sup>th</sup> October 2024



**Bishop's Waltham Parish Council**  
**Minutes of the Meeting of the Parish Council**  
**Community and Environment Committee**  
**held at The Jubilee Hall on Monday 23<sup>rd</sup> September 2024 at 7:00pm**

<b>Present</b>	Cllr Jelf	Chairman
	Cllr Latham	Vice Chairman
	Cllr Marsh	
	Cllr Nicholson	
	Cllr Webb	
	Cllr Wood	

**In attendance:** C Wilkinson                      Committees Officer

**Members of the public:**                      0

- CE082/24      To receive and accept apologies for non-attendance.**  
Councillor Conduct – family commitment  
**Resolved: To accept apologies for non-attendance.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Nicholson**  
**All in favour.**
- CE083/24      To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- CE084/24      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.
- CE085/24      Public Session**  
The BWPC stall at St Peter's Fair had gone well on Saturday 21<sup>st</sup> September. The free Splat the Rat activity had been well received, donations of £15.40 had been passed to St Peter's Church.
- CE086/24      To approve the minutes from the meeting of 27<sup>th</sup> August 2024**  
**Resolved: To approve the minutes of the meeting of 27<sup>th</sup> August 2024.**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour.**
- CE087/24      Actions arising from the meeting of the Community & Environment Committee – 27<sup>th</sup> August 2024**  
Item CE048/23 regarding the telephone box would be closed due to the significant amount of time that has passed since the completion of the project.
- CE088/24      Financial position year to date – to note the current position**  
Noted.
- CE089/24      Budget Setting 2025-2026 – Appointment of Working Group – for consideration**  
**Resolved: To appoint Councillor Jelf and Councillor Latham to the working group and authorise them to prepare a draft budget for consideration by the Community and Environment Committee.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Wood**  
**All in favour.**
- CE090/24      Grants Update – for consideration**  
Noted.

- CE091/24 Skate Jam Planning Update – for consideration**  
The final elements of the event organisation were discussed. The ACSO would be requested to assist with marshalling the Priory Park car park **ACTION: Clerk**
- CE092/24 Remembrance Planning Update – for consideration**  
Councillor Jones and Williams would be asked to sound the siren for the 2-minute silence. **ACTION: Clerk**  
**Resolved: To approve the tabled risk assessment for the Remembrance Parade event to be held on Sunday 10<sup>th</sup> November 2024.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Latham**  
**All in favour.**
- CE093/24 Clean Up Event Planning Update – for consideration**  
Recyclable materials would be separated from general litter and weighed if possible. Information about recycling would be added to the participant briefing. **ACTION: Clerk**  
**Resolved: To approve the tabled risk assessment for the Clean Up event to be held on Saturday 5<sup>th</sup> October 2024.**  
**Proposed: Cllr Jelf**  
**Seconded: Cllr Latham**  
**All in favour.**
- CE094/24 Update from Sustainable Bishop's Waltham – for information**  
Noted.
- CE095/24 Greening Campaign Update and Leaflet Costs – for information**  
Assistance would be requested from councillors for the Greening Launch, for tasks such as serving refreshments. **ACTION: Clerk**  
**Resolved: To approve the spend of £443.00 for the printing of the Greening Campaign cards for Bishop's Waltham households, to be sourced from the Committee's budgeted funds.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Wood**  
**All in favour.**
- CE096/24 Update from Christmas Tree Working Group – for consideration**  
The organisation of the Christmas tree was progressing. The modified date of the Bishop's Waltham's Christmas Fair of Thursday 28<sup>th</sup> November was noted. Members of the working group would be notified so preparation of the tree prior to this event could be targeted. **ACTION: Clerk**
- CE097/24 Bishop's Waltham Parish Council Grant Updates – for consideration**  
**Resolved: To approve the request received from the Bishop's Waltham Youth Trust to modify the use of the grant received from the Parish Council in October 2023.**  
**Proposed: Cllr Latham**  
**Seconded: Cllr Marsh**  
**All in favour.**
- CE098/24 Councillors' Report - Town Team Meeting – for information**  
Noted.
- CE099/24 Chairperson's Report – for information**  
Noted.
- CE080/24 Requests for Future Agenda Items – for information only**  
Grant applications to BWPC
- CE081/24 Date of next meeting – 21<sup>st</sup> October 2024**  
Noted.

The meeting closed at 7.57pm.

**Bishop's Waltham Parish Council**  
**Community and Environment Committee**  
**Actions Arising for meeting 21.10.24**

Minute Number	Subject	Action	Date for completion	Action by	Notes
CE048/23	Public Session - Telephone kiosk	To send letters of thanks to parties involved	Closed	Clerk to the Committee/Cllr Marsh	
CE059/23	Nature Reserves Leaflet	To order reprint of leaflet after necessary ammendments are made	September	Clerk to the Committee	
CE144/23	Correspondence - Bluestar 14 Suggestion	Contact Durlay PC to send joint letter to Bluestar	December	Clerk to the Committee	Email sent 05.12.23 to Durlay PC. Response to letter has been received by resident.
CE164/23	Report from Emergency Plan Test Exercise	Review and implement suggested ammendments to the Emergency Plan as appropriate.	February	Cllr Jelf/Cllr Marsh/Clerk to the Committee	
CE209/23	Correspondence - Broadband Coverage	Add to Cllr Latham's info then respond to resident.	April	Cllr Latham/Clerk to the Committee	
CE210/23	Correspondence - Village Promotion	Investigate cost of promotional article	April	Clerk to the Committee	
CE210/23	Correspondence - Village Promotion	Direct correspondent to Town Team and Chamber of Trade	April	Clerk to the Committee	
CE015/24, CE032/24	Update from Website Working Group	Schedule meeting	October	Clerk to the Committee	
CE015/24	Update from Website Working Group	Identify walking information file types to hopefully include in the new website	June	Clerk to the Committee/ Cllr Webb	
CE049/24	Public Session - switch to digital 'land lines'	Research whether alternatives to traditional 'fall alarms' are available for vulnerable residents.	Complete	Clerk to the Committee	Update to be given in meeting 21.10.24
CE049/24	Public Session - switch to digital 'land lines'	Review emergency plan for implications of the switch to digital phone lines.	August	Clerk to the Committee	
CE072/24	Skate Jam Event Planning Update	Put together rota for councillor coverage of event.	Complete	Clerk to the Committee	In progress.
CE075/24	Clean Up Event Planning Update	Ask HCC whether there are plans for a road sweeper to visit Bishop's Waltham	September	Clerk to the Committee	
CE091/24	Skate Jam Event Planning Update	Request that the CSO help to marshal parking for the event.	Complete	Clerk to the Committee	
CE092/24	Remembrance Planning Update	Ask whether Councillors Jones and Williams are able to sound siren	Complete	Clerk to the Committee	
CE093/24	Clean Up Event Planning Update	Add information about collecting recycable litter to the welcome briefing.	Complete	Clerk to the Committee	
CE094/24	Update from Sustainable Bishop's Waltham	Request support from all councillors e.g. in event café	Complete	Clerk to the Committee	
CE096/24	Councillors Reports - Town Team	Inform Christmas Tree Working Group of change of date for the Christmas Bazaar	Oct-24	Clerk to the Committee	

## Bishop's Waltham Parish Council

## Detailed Income &amp; 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
<u>310 Community &amp; Environment</u>											
1082 Income - Events	0	0	0	0	100	100	100			0.0%	
1325 Grant - WCC Skate Jam	0	0	0	1,000	0	(1,000)	0			0.0%	
4041 Website Hosting & Support	0	0	0	(348)	3,250	3,598	(3,615)		3,268	9.6%	
4121 Grants - General (GPC)	0	0	0	(3,184)	8,500	11,684	(8,500)		5,316	37.5%	
4126 Grants - General (Section 137)	0	0	0	(2,050)	0	2,050	0		(2,050)	0.0%	
4171 Community Newsletter	0	0	0	376	1,900	1,524	(4,300)		4,676	(8.7%)	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	0	0	0	(286)	0	286	(1,200)		914	23.8%	
4201 Costs - Party in the Park	0	0	0	(2,873)	3,000	5,873	(3,000)		127	95.8%	
4202 Costs - B W Carnival	0	0	0	(35)	100	135	(100)		65	35.0%	
4203 Costs - Remembrance Day Events	0	0	0	0	0	0	(600)		600	0.0%	
4205 Costs - B W Clean Up Events	0	0	0	(47)	0	47	(80)		33	58.7%	
4206 Costs - Volunteer Social Event	0	0	0	0	0	0	(200)		200	0.0%	
4207 Costs - National Events	0	0	0	(109)	200	309	(200)		91	54.5%	
4209 Costs - Miscellaneous Events	(143)	0	(143)	(143)	0	143	(250)		107	57.2%	
4230 Costs - Environ'al Initiatives	(300)	0	(300)	(300)	0	300	(300)		0	100.0%	
4231 Costs - Environmental Event	0	0	0	0	0	0	(100)		100	0.0%	
4322 Mtce - Notice Boards	0	0	0	(40)	0	40	(200)		160	20.0%	
4323 Mtce - Telephone Box	0	0	0	0	0	0	(100)		100	0.0%	
<u>399 Capital - Community &amp; Environm</u>											
4350 Minor Assets	(54)	0	(54)	(54)	0	54	(500)		446	10.8%	

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

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
Grand Totals:- Income	0	0	0	1,000	100	(900)	100			1000.0%	
Expenditure	497	0	(497)	9,093	16,950	7,857	23,895	0	14,802	38.1%	
Net Income over Expenditure	(497)	0	497	(8,093)	(16,850)	(8,757)	(23,795)				
Movement to/(from) Gen Reserve	(497)			(8,093)							



## Halls and Grounds Committee – 21<sup>st</sup> October 2024

### Draft Budget 2025–2026 – Update from Working Group – *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 in their September meeting along with the Finance Manager and Committees Officer.

**Proposal:** To consider and approve the draft Community and Environment Committee budget for 2025 – 2026 financial year and to forward to the Finance, Policy and Resources Committee with any suggested amendments.

Committees Officer/Finance Manager 16.10.24



Community & Environment Committee

Code	Description	2024-25		1	2	3	4	5	6	7	8	9	10	11	12	2025-26		2026-27		2027-28	
		Budget	Actual/Pre													Budget	Total Year	Budget	Total Year	Budget	Total Year
		Total Year	Total Year	April	May	June	July	August	September	October	November	December	January	February	March						
CC310 Community & Environment Committee																					
Income																					
1082	Income - Events	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
1325	Grant - WCC Skate Jam	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
1326	Grant - Youth Event	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000	£1,000		
	Total Income	£100	£1,000	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000	£1,000		
Expenditure																					
4041	Website Hosting & Support	£3,615	£415	£267	£0	£0	£0	£0	£0	£0	£0	£65	£0	£269	£267	£334	£350	£350	£350		
4121	Grants - General	£8,500	£6,450	£0	£4,250	£0	£0	£0	£0	£4,250	£0	£0	£0	£0	£0	£8,500	£9,000	£9,000	£9,000		
4126	Grants - General (Section 137)	£0	£2,050	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
4171	Community Newsletter	£4,300	£2,974	£0	£0	£1,000	£0	£0	£1,000	£0	£0	£1,550	£0	£0	£950	£4,500	£4,500	£4,500	£4,500		
4175	Leaflets - Guides	£650	£650	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£650	£650	£650	£650		
4200	Costs - Annual Parish Meeting	£1,200	£1,186	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£450	£450	£1,200	£1,200	£1,200	£1,200		
4201	Costs - Party in the Park	£3,000	£2,873	£0	£500	£2,000	£500	£0	£0	£0	£0	£0	£0	£0	£0	£3,000	£3,000	£3,000	£3,000		
4202	Costs - B W Carnival	£100	£35	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
4203	Costs - Remembrance Day Events	£600	£600	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
4205	Costs - B W Clean Up Events	£80	£80	£0	£50	£0	£0	£0	£0	£50	£0	£0	£0	£0	£0	£100	£100	£100	£100		
4206	Costs - Volunteer Social Event	£200	£200	£0	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£250	£250	£250		
4207	Costs - National Events	£200	£109	£0	£500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£500	£500	£500		
4209	Costs - Miscellaneous Events	£250	£250	£0	£0	£100	£0	£0	£0	£0	£300	£0	£0	£0	£350	£750	£750	£750	£750		
4230	Costs - Environmental Initiatives	£300	£300	£100	£0	£0	£100	£0	£0	£100	£0	£0	£100	£0	£0	£400	£400	£400	£400		
4231	Costs - Environmental Event	£100	£100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
4232	Costs - Youth Event	£0	£1,000	£0	£0	£0	£0	£0	£1,200	£0	£0	£0	£0	£0	£0	£1,200	£1,200	£1,200	£1,200		
4322	Mice - Notice Boards	£200	£200	£0	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£100	£100	£100		
4323	Mice - Telephone Box	£100	£100	£0	£0	£0	£0	£0	£0	£50	£0	£0	£0	£0	£50	£100	£100	£100	£100		
	Total Expenditure	£23,395	£19,572	£517	£4,950	£1,600	£2,100	£500	£2,200	£4,750	£300	£1,615	£100	£719	£2,233	£21,584	£22,100	£22,100	£22,100		
	Total Net Expenditure over Income	£23,295	£18,572	£517	£4,950	£1,600	£2,100	£500	£1,200	£4,750	£300	£1,615	£100	£719	£2,233	£20,584	£22,100	£22,100	£22,100		
CC399 Capital Spend - Community & Environment																					
Income																					
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
Expenditure																					
4350	Minor Assets	£500	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£500	£500		
	Total Capital Expenditure	£500	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£500	£500		
	Total Net Capital Expenditure over Income	£500	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£500	£500		
Total Committee																					
	Total Income	£100	£1,000	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£1,000	£1,000		
	Total Expenditure	£23,395	£19,572	£517	£4,950	£1,600	£2,100	£500	£2,200	£4,750	£300	£1,615	£100	£719	£2,233	£21,584	£22,100	£22,100	£22,100		
	Total Net Revenue Expenditure	£23,295	£18,572	£517	£4,950	£1,600	£2,100	£500	£1,200	£4,750	£300	£1,615	£100	£719	£2,233	£20,584	£22,100	£22,100	£22,100		
	Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
	Total Expenditure	£500	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£500	£500		
	Total Net Capital Expenditure	£500	£500	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£500	£500		
	Total Net Committee Expenditure	£23,795	£19,072	£517	£4,950	£1,600	£2,100	£500	£1,450	£4,750	£300	£1,615	£100	£719	£2,483	£21,084	£22,600	£22,600	£22,600		
	Total Net Committee Expenditure (Check)	£23,795	£19,072	£517	£4,950	£1,600	£2,100	£500	£1,450	£4,750	£300	£1,615	£100	£719	£2,483	£21,084	£22,600	£22,600	£22,600		

Summary of Budget Setting Decisions

- 1326/310 Grant Youth Event - New code £1,000
- 4041/310 £3,000 budgeted for new website in 2024/25 to be ear marked at year end
- 4121/310 Grants General - request for increase to £9,000 from 2025/26
- 4171/310 Community Newsletter - Increase in printing/postal costs

4202/310 Costs B W Carnival - Move to 4209/310 (Jun) - non PC event
4203/310 Costs Remembrance Day Events - Move to 4209/310 (Nov) - non PC event
4206/310 Costs Volunteer Social Event - Increase to £250
4207/310 Costs VEVJ Day Events - Rename to Costs National Events
4209/310 Costs Miscellaneous Events - Increase costs in Mar to £350
4230/310 Costs Environmental Issues - Rename to Environmental Initiatives
4231/310 Costs Environmental Event - Remove and add budget (£100) to 4230/310
4232/310 Costs Skate Jam Event - Rename Costs Youth Event and increase budget to £1,200
4322/310 Costs Notice Boards - Reduce to £100
4350/399 Minor Assets - Increase to £500



## Halls and Grounds Committee – 21<sup>st</sup> October 2024

### **Draft Budget 2025–2026 – Update from Working Group** *– 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 in their September meeting along with the Finance Manager and Committees Officer.

**Proposal:**     **To consider and approve the draft Community and Environment Committee budget for 2025 – 2026 financial year and to forward to the Finance, Policy and Resources Committee with any suggested amendments.**

Committees Officer/Finance Manager 16.10.24



## Community and Environment Committee – 21<sup>st</sup> October 2024

### Grants Update - *for information*

Grant applications submitted by the Community and Environment Committee (no updates from last month's report):

Grant Scheme	Purpose – Committee	Status
District Small Grants Scheme	Coronation event – CEC	Granted (received)
District Small Grants Fund	Skate Jam - CEC	Granted - £1,000 (received)

**Proposal:** To note the above.

Committees Officer 16.10.24





## Community and Environment Committee – 21<sup>st</sup> October 2024

### St Peter's Country Fayre Event Report - *for consideration*

The Parish Council's stall at St Peter's Country Fayre (Saturday 21<sup>st</sup> September) had two elements:

#### 1. Councillors' Surgery

Councillors asked attendees at the event for their views on the need for an expanded surgery and the potential location identified (Tollgate site).

#### 2. Splat the Rat Activity

Free activity, donations received were passed to St Peter's Church.

#### What went well:

- The stall location had plenty of room for the table, activity and flag banner.
- The questions and request for feedback about the surgery provided a good talking point and led to lots of interactions with parishioners.
- A great level of councillor support Cllr Homer, Cllr Jelf, Cllr Jones, Cllr Latham, Cllr Marsh, Cllr Nicholson, Cllr Stallard, Cllr Webb and Cllr Williams. Cllr Pavey volunteered elsewhere in the event. Councillor assistance helped to speed up the packing away at the end of the day.
- Support from a Groundsman with the transportation of materials.
- Good community interaction opportunity for the ACSO.
- The Splat the Rat activity was easy to transport, quick to set up, doesn't require a level pitch and was easy to run during the day. The activity books and sweets given as prizes on the day were well received.
- The new tablecloth and branded runner looked professional, and meant that items can be stored tidily under the table.



#### Lessons learned:

- Consider the same format next year, the skittles are well suited to the Family Fun Day at Hoe Road Recreation Ground but the Splat the Rat worked very well in the uneven churchyard.

**Proposal:** The Committee are requested to note the above and contribute any further feedback regarding the event.





## Community and Environment Committee – 21<sup>st</sup> October 2024

### Skate Jam Event Report - *for consideration*

The Parish Council's held a Skate Jam at the new Priory Park Skate Zone on Sunday 29<sup>th</sup> October (12pm – 4pm). The weather in the afternoon was dry but quite cold and very windy.

Team Rubicon organised the event, with logistical contributions from the Parish Council in terms of the organisation of first aid cover, ice cream van, supervision of toilets facilities and provision of equipment including a gazebo, tables and chairs.

#### What went well:

- Attendance at the event was good with an estimated attendance of 150 people across the afternoon.
- The competitions were received well with plenty of children entering and demonstrating their skills.
- The event served an official opening for the facility with a brief speech given by Councillor Nicholson, Council Chairperson.
- Support from a Groundsman with the transportation of equipment.
- Team Rubicon provided a great MC for the day which gave the event an exciting atmosphere.
- The three injuries that occurred were well managed by the first aid team on site.

#### Lessons learned:

- The gazebo was damaged when it took off in the windy weather. It was weighted down, but the weights were insufficient. Heavier weights would be required for future events in windy weather, alternatively ground pegs could be investigated as were used by Team Rubicon for their gazebo.
- It would be good to consider for any such future events, if the Council can do anything to encourage an improved gender balance, the vast majority of children in attendance were boys.

**Proposal:**     **The Committee are requested to note the above and contribute any further feedback regarding the event.**



Committees Officer 16.10.24





## Community and Environment Committee – 21<sup>st</sup> October 2024

### Clean Up Event Report - *for consideration*

#### Saturday 5<sup>th</sup> October 2024

**Numbers** – This event had lower attendance than recent litter picks with 26 members of the public joining the litter pick compared with the 48 that participated in spring. The previous autumn litter pick had 32 members of the public. The weather forecast for the day was dry, the day was windy but there was no rain. Groups contained a minimum of 2 in each group. Groups with children were given information about suitable routes, these were marked appropriately on the event map (additional highlighting was used for emphasis). There was a mixture of attendees in terms of whether they had participated in previous Clean Up events. Good councillor support – Cllr Jelf, Cllr Stallard and Cllr Webb, (additional councillors were supporting the Greening Launch that was run in the Jubilee Hall on the same day). The event was also supported by one volunteer resident.

**Advertised** - On social media, in Parish Magazine, PC noticeboards, What's On Guide. Emails were not sent to schools on this occasion and a Bishop's Waltham Matters has not been distributed recently due to staff hours available.

**Format** – Attendees arrived in small groups and were keen to get going, so individual groups were briefed and dispersed from the Jubilee Hall, whereas on previous occasions a whole group briefing has been given.

**Kit** - Sufficient bags, picks, hoops, disposable gloves, and high viz vests were available. The collection and return process went smoothly.

**Refreshments** – Drinks were available to volunteers inside the Jubilee Hall, from the Greening Launch event that took place on the same day.

**Litter gathered** – A large number of bags were filled, these were collected promptly the following Monday by WCC.

For the first time, **recycling** was gathered in separate bags, the total weight of recyclables collected during the morning was 6.5kg.

#### **Queries/feedback/actions for next event:**

- Consider modifying timing of the event briefing so that volunteers can start litter picking sooner.

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

Committees Officer 16.10.24







## Community and Environment Committee – 21<sup>st</sup> October 2024

### Greening Campaign Launch Event Report - *for consideration*

Greening BW hosted a successful Launch Event on 5th October at Jubilee Hall. The drummers of Swan Samba kicked things off with a performance outside the hall.

Over the course of the day, we had approximately 300 people through the doors. Councillor Marsh was on hand, with help from Councillors Jelf and Williams to keep everybody refreshed.

The Home Energy Pillar relaunched the Parish Council's thermal camera lending scheme for this winter, with new sign-ups acquired.

The Waste Prevention Pillar volunteered to run a pop-up zero-waste store, courtesy of Nature's Nook, in Wickham which proved very popular and shows the level of demand here for future pop-ups, or a zero-waste store to join the High St offering.

The Health pillar provided a Bike Doctor who serviced 10 bicycles on the day, Cycle of the Seed pillar helped residents with planting, and Space for Nature pillar distributed wildflower seeds to encourage more habitats on residents' land.

Men's Shed, Gardening Club, and the Town Team all took stalls as well and we thank them for their involvement. The campaign's calendar of events will now commence and SBW will continue to update CEC as they proceed.



**Proposal:** The note the above and contribute any further feedback regarding the event.



Councillor Latham 16.10.24





## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Update from Sustainable Bishop's Waltham - *for consideration***

The minutes from the last two meetings of Sustainable Bishop's Waltham will be sent to councillors as separate documents due to the large number of members' names that are included.

These meeting took place on:

- 19<sup>th</sup> August
- 16<sup>th</sup> September

The main focus of these meetings was the organisation of the Greening launch that took place on Saturday 5<sup>th</sup> October.

The next meeting of the group will be held on Monday 21<sup>st</sup> October.

**Proposal:**     **To note the above.**

Committees Officer 16.10.24



## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Update from Christmas Tree Working Group – *for consideration***

Since the meeting of the working group, the Council has been informed that the tree that was initially earmarked for donation to the Council is unsuitable. Currently an alternative source of a tree is being identified.

The Committees Officer will also be undertaking a visit to a business premises in town that has been identified as a potential location for the tree. A verbal update will be given in the committee meeting.

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

Committees Officer  
16.10.24



## Community and Environment Committee – 21<sup>st</sup> October 2024

### **Social Media Policy Review - *for consideration***

A review of the Council's Social Media Policy is due to be completed in the coming months. The Executive Officer has requested that this work is completed by January/February 2025.

Councillors are requested to review the policy and to propose any suggestions for consideration by the Community and Environment Committee in their meeting in November. The CEC is not scheduled to meet in December.

The policy is included overleaf for reference.

**Proposal:**     **To identify one or more councillors to undertake a review of the BWPC Social Media Policy and to forward any suggestions for changes to the Committees Officer to be considered by the Committee in their meeting on the 25<sup>th</sup> November.**

Committees Officer 16.10.24



Parish Council Office  
The Jubilee Hall, Little Shore Lane  
Bishop's Waltham  
Hampshire, SO32 1ED  
01489 892323

## Social Media Policy

### 1. Policy Aim

- 1.1 To establish the principles of use of Social Media by Bishop's Waltham Parish Council Elected Members, Employees, Working Group Members and Volunteers and to provide guidance on the use of Social Media.

### 2. Policy Statement

#### 2.1 What is Social Media?

'Social Media' is the term commonly given to websites and online tools which allow users to interact with each other in some way. This can be by sharing information, opinions, knowledge and interests. This interaction may be through computers, mobile phones and tablet technology.

Examples of social media include:

- Social networking (e.g. Facebook)
- Professional networking (e.g. LinkedIn)
- Video sharing (e.g. YouTube)
- Blogs
- Micro-blogging (e.g. Twitter)
- Message Boards
- Wikis (e.g. Wikipedia).

### 3. Legal and Statutory Considerations.

- 3.1 The Council will abide by and relevant or applicable laws, terms and conditions to ensure it is not exposed to risks.
- 3.2 Council use of social media must be undertaken in accordance with the Council's policies and procedures.
- 3.3 Use of social media sites will, at all times, be consistent with the Council's duty to safeguard children, young people and vulnerable adults, in accordance with the relevant statutory requirements.
- 3.4 Employees using social media sites for business purposes must maintain political neutrality and not indicate individual political opinions.
- 3.5 In the six-week run up to a local or general election (the "purdah" period) the Council must not do or say anything that could be seen in any way to support any political party or candidate. The Council will continue to publish important service announcements using social media but may have to remove responses if they are deemed overtly party political.

### 4. Principles.

- 4.1 To publish information about the work and activities of Bishop's Waltham Parish Council to a wider general audience.
- 4.2 To avoid entering into online debates or arguments about the Council's work
- 4.3 Social Media must not be used in the recruitment process for employees or new Councillors (other than for the sole purpose of placing vacancy advertisements) as this could lead to potential discrimination and privacy actions as well as possible breaches of data protection laws.

### 5. Users of Social Media.

- 5.1 In accordance with the Council's policy, the Executive Officer is the Council's nominated Press Officer with the authority to issue official press releases. No other member of staff (other than the most senior member in the absence of the Executive Officer) has the authority to issue public statements on behalf of the Council.

### 6. Guidance for Council officers on the use of Council Social Media.

- Officers should be familiar with the terms of use on third party websites (e.g. Facebook) and adhere to these at all times.
- No information should be published that is not already in the public domain – i.e. available on the Council's website, contained in minutes of meetings, stated in Council's publicised policies or approved by the Executive Officer (or officer under delegation).
- Senior members of the officer staff are permitted to respond to social media queries relating to the Parish Council using standard replies only.

*'Thank you for raising this subject. Please be assured BWPC are aware and have been working on... If you would like to contact the office for more details, we will be happy to advise.'*

*'Unfortunately, this issue hasn't been brought to the attention of BWPC. Please contact the office or one of our councillors to raise as a concern.'*

*'This topic doesn't come under BWPC responsibilities, however, if you would like to contact the office, we can advise you on whom to direct your query to.'*



- Information that is published should be factual, fair, thorough and transparent.
- Everyone must be mindful that information published in this way may stay in the public domain indefinitely, without the opportunity for retrieval/deletion.
- Copyright laws must be respected.
- Conversations or reports that are meant to be private or internal must not be published without permission.
- Other organisations should not be referenced without their approval – when referencing link back to the original source wherever possible.
- Do not publish anything that would be regarded as unacceptable in the workplace.
- Officers must always be mindful that they are seen as ambassadors for the Council and should always act in a responsible and socially aware manner.

## 7. Third Party Social Media and Individual Councillor Usage.

- Councillors need to think about whether they are acting in a private capacity, or whether any impression might be conveyed that they are acting for and on behalf of the Council.
- The Council has adopted the Code of Conduct which is binding on all members. If Councillors use Social Media in their official capacity as a Councillor, they should always be mindful of the Code and of the principles applicable to holding public office.

### Do:

- Set up appropriate privacy settings for any networking site.
- Watch out for defamatory or obscene posts from others on any blog or page you may manage and remove them as soon as possible to avoid any perception that you condone such posts.
- Be aware that the higher your profile as a Councillor the more likely it is that you may be seen as acting in an official capacity when you blog or network.
- Ensure any Council facilities are used as appropriate – if using a Council provided site or social networking area any posts that you make are extremely likely to be viewed as being made in your official capacity.
- Avoid publishing any information that you could only have accessed in your position as a Councillor.
- Be careful if making 'political' points and avoid being specific or personal about individuals including other Councillors.

### Don't:

- Comment in haste.
- Post comments that you would not be prepared to make in writing or in face to face contact.
- Use Council facilities for personal or political purposes.

### Never:

- Post comments that are in breach of the Council's Equality Policy or that incite violence or hatred.

#### Implementation:

**All Councillors and officers have a responsibility to ensure that this policy is implemented and followed. Failure to do so may result in disciplinary action being taken against officers or Councillors being reported to the Winchester City Council's Monitoring Officer under the Code of Conduct.**

Document History		
Status	Date	Version
Originally adopted	2020	1.0
Review Date	March 2022 CEC	
Update adopted	April 2022 F,P&R	2.0
Next Review date	2025	



## Community and Environment Committee – 21<sup>st</sup> October 2024

### Remembrance Planning Update - *for consideration*

The scheduled Remembrance events for 2024 are:

Date and Time	Event	Location
Wednesday 6 <sup>th</sup> November, 2.55pm	Dedication of the Garden of Remembrance	War Memorial, St Peter's
Sunday 10 <sup>th</sup> November 10:30am – 11am 11am – 11:30am 11:30am – 12pm	Parade - BWPC Service – St Peter's Church Parade - BWPC	Town Centre St Peter's Church & War Memorial Town Centre
Monday 11 <sup>th</sup> November, 11am	Two minutes silence and air raid siren	High Street

#### Progress update since the Committee's last meeting:

- Wreaths have been ordered.
- Councillor Jones has confirmed that he is available to sound the siren for the two-minute silence on Monday 11<sup>th</sup> November.
- Advance warning of road closure signs have been ordered.
- Event promoted in the Parish Magazine.

#### Actions to be carried out:

- Bus company to be informed of the temporary road closure and notified of location of temporary bus stop.
- Road marshalls to be sought.
- Events to be promoted via social media and notice boards.
- WCC notice of road closure to be placed along High Street 2 weeks prior to the event.
- Siren to be tested.
- Lower Basingwell Street residents to be given notice of parade gathering on Sunday 10<sup>th</sup> November.

**Proposal:** To note the above and make any further recommendations.

Committees Officer 16.10.24



## Community and Environment Committee – 21<sup>st</sup> October 2024

### Thank You Event for Volunteers Planning Update - *for consideration*

On Monday 24<sup>th</sup> June, following consideration of the format of this event, the committee resolved to follow the outline used for the 2023 event, see overleaf for the outline.

This social evening held to thank residents who contribute to the Bishop's Waltham's community will be held on **Friday 22<sup>nd</sup> November 2024 at 7pm in the Priory Park Clubhouse**. The invitation has been prepared (see below) and will be distributed via email to members of the Community Partnership and other groups/individuals.

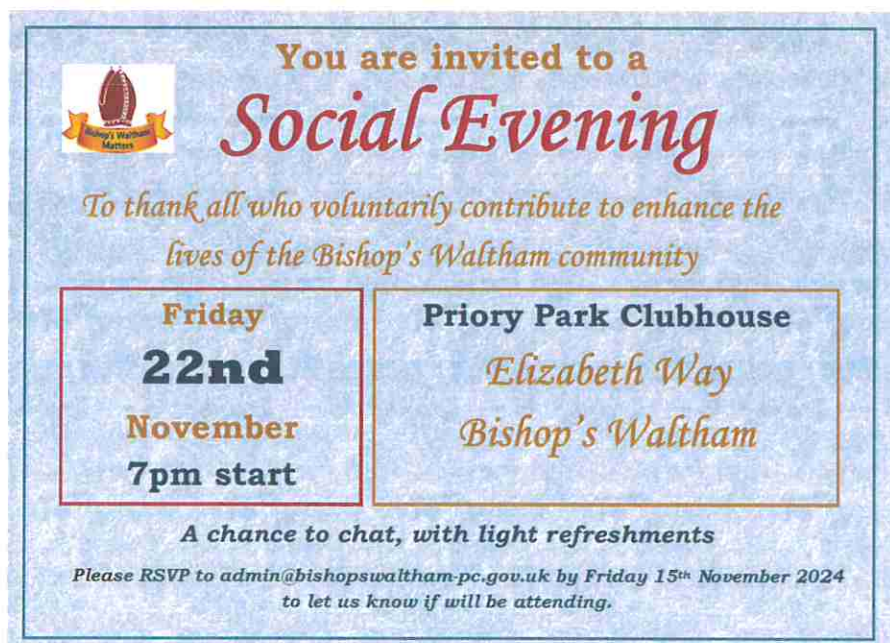
A budget of £200 has been allocated for this event and will be spent on drinks and light refreshments for the evening.

Committee members are requested to attend the event, if possible, to pass on their thanks personally to the guests who attend.

All councillors will be made aware of this event and invited to attend.

**Proposal:** To note the above and make any recommendations in relation to the event.

Committees Officer 16.10.24







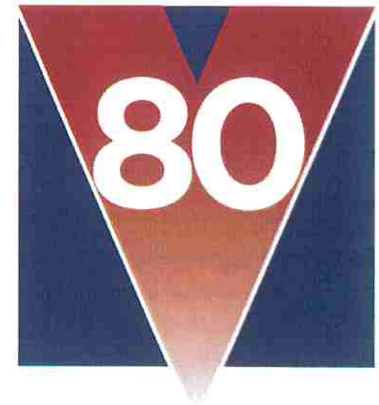
## Community and Environment Committee – 21<sup>st</sup> October 2024

### VE-Day 80<sup>th</sup> Anniversary Event Planning - *for consideration*

The 80<sup>th</sup> year anniversary of VE-Day will be on Thursday 8<sup>th</sup> May 2025.

In the Committee's meeting on 22<sup>nd</sup> July, it was resolved to approach other community groups to investigate whether any events were being planned to mark the occasion. To date, the Committee's Officer is not aware of any such events.

**Proposal:** To consider whether to recommend to Full Council that an event be organised to mark the 80<sup>th</sup> anniversary of VE Day.



**VE DAY**®  
80<sup>TH</sup> ANNIVERSARY  
A SHARED MOMENT OF CELEBRATION  
8 M A Y 2 0 2 5

Committees Officer 16.10.24





## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Bishop's Waltham Christmas Fayre - *for consideration***

This annual event is being organised by the Chamber of Trade and will take place on the evening of Thursday 28<sup>th</sup> November. In 2023 the Parish Council were approached with the offer of a stall at the event, which the Council accepted. The Council has not been approached this year and the Committee are asked to consider whether they would like to apply for a stall at this year's Fayre.

Sustainable Bishop's Waltham are also considering potentially having a stall for the further promotion of the Greening Campaign, and have been offered a pitch for the reduced fee of £20 on the basis that it would be for a town initiative.

**Proposal:**     **To consider whether to apply for a Parish Council stall at the Christmas Fayre.**

Committees Officer 16.10.24



## Community and Environment Committee – 21<sup>st</sup> October 2024

### Village Awards and Promotion Via Information Kiosk

*– for consideration*



On Thursday 26<sup>th</sup> September, Hampshire Association of Local Councils presented two awards to Bishop's Waltham as nominated by a long-time resident of the town. The first was Winner of the 'Most Inspiring Place' and the second was Runner Up in the 'Excellence in Community Engagement'.

Approval is being sought from the Committee for the addition of a sticker, promoting this recent success, to be applied to the outside of the Information Kiosk and covered with a sheet of Perspex. The sticker would be similar to the image shown to the left. The total cost of this will be in the region £50 and can be approved operationally by the Committee Chair but given CEC's involvement in the creation of the kiosk, approval is requested for the Committee.

**Proposal:** To approve the addition of a sticker to the outside of the Information Kiosk in Red Lion Street to promote the recent awards received from Hampshire Association of Local Councils.

Committees Officer/Executive Officer 16.10.24



## Community and Environment Committee – 21<sup>st</sup> October 2024

### Winchester City Council Wellbeing and Community Resilience Strategy – *for information*

The following email was received on Wednesday 9<sup>th</sup> October, from Winchester City Council.

The Town Team have publicised this initiative via the Community Volunteers website.

---

**Sent:** 09 October 2024 10:09

**Subject:** Wellbeing and Community Resilience Strategy - Volunteers needed

Dear parish clerks,

We're looking for volunteers to help us develop a new Wellbeing and Community Resilience strategy by contributing their ideas and experiences as part of a community panel. A number of people have come forward to be involved, but we still need more people from the areas outside of the city area of Winchester.

If you are aware of individuals or organisations that are passionate about improving wellbeing and building resilience in the district and can lend time for two or three panel meetings over the coming months, please could you bring this to their attention and [encourage them to apply](#) (by clicking the link). This might be a resident, local business owner, community leader, healthcare professional or educator - please encourage people to get in touch if they can spare some time!

We are keen to get the panel up and running so would be grateful for your early action in bringing this to their attention in the coming days.

Thank you in advance for your assistance.

**Steve Lincoln**

Service Lead: Communities and Wellbeing

Winchester City Council  
Colebrook Street  
Winchester, SO23 9LJ

Tel: 01962 848110

Ext:2110



---

**Proposal:** To note the above.

Committees Officer  
15.10.24



## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Councillor's Report – i) Museum Trust Meeting - *for information***

I attended the meeting of the Museum Trust on 17<sup>th</sup> September, the minutes are included overleaf.

Note that the Trust are intending to contact BWPC in relation to potential grant funding for the Padbury clock repairs.

Councillor Latham 16.10.24



BISHOP'S WALTHAM MUSEUM TRUST

17/09/24 Bishop's Waltham Museum

Present – [REDACTED] (Chair) [REDACTED]  
[REDACTED], Ritchie Latham (PC)

Apologies for absence – Rob Romer, Roy King.

Approval of minutes for the last meeting – 30/07/24

Matters arising – Book purchases – [REDACTED] has received the cheque for her books and has sent a letter of thanks, circulated by the Chair. It had been previously agreed that she should be paid £17 for each of the History books and the Museum to now charge £20 per copy.

Finance, including outstanding bills from EH. – No resolution re the phone bill as EH has not replied to any correspondence re matter. No bill from EH for alarm but it appears that it is not being responded to either. To be followed up.

Donations to date this year are £850 cash, £350 sum up, £510 payee machine. Friends subs total £450. Total account approx. £22k. Overall good increase of income.

It was agreed to purchase a projector for the museum so we don't have to continually borrow one. Penny to buy.

Rubbish Collection – [REDACTED] in email contact re WCC collection with Cllr Jonathan Williams and various possible ways forward were discussed. We await his reply. Will monitor collection and note a change of day starting October 2024.

Charity Commission Report [REDACTED] are currently completing the sections required and will circulate to Trustees for agreement before submitting.

Incident reporting policy and internal risk management policy are needed. Bullying policy to be extracted to make a separate one

[REDACTED] will send the three documents he has amended to [REDACTED] who will review and combine with others she has.

Accreditation – [REDACTED] has been notified of Arts Council Re-accreditation due 1st May 2025, with further information to follow.

We have been offered support from [REDACTED] and South West Museum Development team with list of training on zoom and teams. Roy S will book to attend 'Navigating Audience Development' on October 3<sup>rd</sup> and [REDACTED] expressed an interest in doing so as well. [REDACTED] will attend the 'Pests and Prevention' webinar

**Town Model** – no further progress to date.

**Survey** – Some further data collected.

**Volunteers** – A visit has been arranged shortly to the New Theatre in Portsmouth, and a social evening on 9th January at the Bunch of Grapes. The museum has a stall at the annual Country Fayre to be manned by volunteers on the 21th September.

**Collections Manager** –

New temp and humidity **monitors** purchased.

No movement on the Padbury clock repairs. A PC Grant may be available shortly. [REDACTED]  
[REDACTED] will contact the PC re possible funding issues. It was agreed to contact Winchester clock repairs for a second quote. [REDACTED] will follow this up with them.

The store room will be rearranged with the set of shelves recently acquired from the Youth Hall.

**AOB** – It was proposed and agreed that the AGM would be held on Monday 31<sup>st</sup> March 2025. [REDACTED] will ask [REDACTED] to speak

**Printed leaflets have been distributed and it was agreed we would print 400 more for the opening next year**

**EH MPA meeting long overdue...**

**Date of Next Meeting** – Wednesday 23<sup>rd</sup> October, venue and time to be agreed. This meeting is to discuss the Action Plan, chaired by [REDACTED].



## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Councillor's Report – Town Team Meeting – *for information***

A meeting of the Town Team took place on Monday 14<sup>th</sup> October. The minutes are to follow and will be included in the papers for the Committee's meeting in November.

Main points to note;

- Ongoing discussions regarding income as BW Bites was the only revenue earning event
- BW Bites thank you evening being held Wed 16<sup>th</sup> October
- Rudolph Trail planned for December
- Kidstreat planned for 2025

Cllr Jelf 15.10.24



## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Chairperson's Report - *for information***

Since our last meeting I have attended the following:

- Town Team Meeting
- Skate Jam
- 20 is Plenty Webinar
- Photographic Society Exhibition
- Clean-Up Event
- CEC budget setting working group meeting
- CEC agenda setting
- Full Council meeting
- P&H Committee meeting

Councillor Jelf 15.10.24





## **Community and Environment Committee – 21<sup>st</sup> October 2024**

### **Grant Applications - *for consideration***

The Community and Environment Committee have the responsibility of considering grant applications made to the Parish Council and recommending spend.

The applications that have been received for consideration in this round are listed overleaf, along with information about grants given by BWPC in recent years and the Council's Grants Policy document.

The grant application forms themselves, and their supporting financial information, will be distributed to councillors as a separate document.

**The budget for grants this financial year was £8,500, a total of £5,234 has already been awarded leaving a remainder of £3,266.**

**Proposal: To consider the grant applications and make recommendations to the Finance, Policy and Resources Committee.**

Committees Officer 16.10.24

### Grant Applications for consideration by CEC on 21.10.24

Date	Department	Beneficiary	Registration Number	Summary	Amount
Oct 2024	Local Government 1972 Act 1976 s.19	Bishop's Waltham Cricket Club	N/A	Coaching courses Cricketing safety equipment	£1,923.75
Oct 2024	Local Government 1972 Act 1976 s.19	Bishop's Waltham Fishing Club	N/A	Replace broken gate at Station Road entrance Carry out survey to determine how to treat aquatic weed	£775
Oct 2024	Local Government Act 1972 s.144	Bishop's Waltham In Bloom	1125442	Van service and mot new lights to rear load area, H&S for waterers in the dark. High Viz jackets and vests for waterers H&S	£1,000
Oct 2024	Local Government 1972 Act 1976 s.133 <i>potentially - tbc</i> Localism Act 2011 – General Power of Competence	Bishop's Waltham Social Club	N/A	Electrical improvements for compliance for public events	£2,000
Oct 2024	Local Government Act 1972 s.145	Bishop's Waltham Town Team	N/A	Promotion and song booklets for Singing in the Square	£80
Oct 2024	Local Government Act 1972 s.144	Chamber of Trade	N/A	Renewal of Christmas festoon lighting for High Street	£2,000
Oct 2024	Local Government Act 1972 s.142	Citizens Advice Winchester District	1144965	Delivery of services	£2,000
				<b>TOTAL</b>	<b>£9,778.75</b>

### Financial Information

Total grant budget for financial year 2024/25 = £8,500.00  
 Total awarded in first phase of 2024/5 = £5,234.20  
**Remaining budget for 2024/25 = £3,265.80**

**Bishop's Waltham Parish Council**

**Grants awarded 2020-21**

<b>Date</b>	<b>Department</b>	<b>Beneficiary</b>	<b>Registration Number</b>	<b>Summary</b>	<b>Amount</b>
14.7.20	Parish Council S144	Bishop's Waltham in Bloom	1125442	To cover running costs of the BWIB vehicle.	£1000.00
17.7.20	Parish Council S214	St Peter's PCC	1128411	Maintenance of the churchyard.	£1,500.00
29.9.20	Parish Council GPC	Home Start Hampshire	1144661	Provide support to BW families in need	£1,300.00
				<b>TOTAL</b>	<b>£3,800.00</b>

*Note: 2020 affected by Pandemic therefore grants awarded lower*

**Grants awarded 2021-22**

<b>Date</b>	<b>Department</b>	<b>Beneficiary</b>	<b>Registration Number</b>	<b>Summary</b>	<b>Amount</b>
6.5.21	Parish Council S145	Bishop's Waltham Vision	N/A	'Time of Change' exhibition	£200.00
6.5.21	Parish Council GPC	Bishop's Waltham Parish Fishing Club	N/A	Removal of weed from South Pond or repairing fishing platforms	£1000.00
6.5.21	Parish Council S214	St Peter's PCC	1128411	Maintenance of the churchyard.	£1,000.00
6.5.21	Parish Council S31	Victim Support	298028	Purchase of security items	£100.00
6.5.21	Parish Council S144	Bishop's Waltham in Bloom	1125442	Van maintenance. Covering lost revenue of 2020.	£1,500.00
6.5.21	Parish Council GPC	Home Start Hampshire	1144661	Provide support to BW families in need	£1,300.00
6.5.21	Parish Council GPC	Bishop's Waltham Country Market	N/A	Reopening event for BW residents	£120.00
Oct 21*	Parish Council S214	St Peter's PCC	1128411	Maintenance of the churchyard.	£1,000.00
				<b>TOTAL</b>	<b>£4,920.00</b>

*Note: Parish Council ratified these recommendations made by from CEC on 26.4.21*

*\* Parish Council ratified these recommendations made by from CEC on 12.10.21*

## Grants awarded 2022-23

Date	Department	Beneficiary	Registration Number	Summary	Amount
May 2022	Parish Council S145	Bishop's Waltham Festival Ltd		Professional technical support and equipment to support performances by local young performers.	£300
May 2022	Parish Council S144	Bishop's Waltham In Bloom	1125442	Van costs (£1,000) contribution towards lost revenue.	£1,500
May 2022	Parish Council S145	Bishop's Waltham Society	1170683	Tudor experience event – Toilet facilities, entertainment costs.	£1,400
May 2022	Parish Council S137	Meon Valley Heartstart	1190496	IT Support to advertise courses and fundraising events. Also publicity.	£500
May 2022	Parish Council S214	Parochial Church Council of St Peter's	1128411	Maintenance of churchyard.	£1,000
May 2022	Parish Council S137	Home Start Hampshire	1144661	Provide support to BW families in need.	£1,300
May 2022	Parish Council S31	Victim Support	298028	Purchase of security items.	£100
Oct 2022*	Parish Council S19	Bishop's Waltham Dynamos		Respect, positivity and fair play signage and training	£700
Oct 2022)	Parish Council S19	Bishop's Waltham Fishing Club		Repair and replace fishing platforms, weed cutting	£700
				<b>TOTAL</b>	<b>£7,500</b>

*Note: Parish Council ratified these recommendations made by CEC on 25.4.22*

*\* Parish Council ratified these recommendations made by CEC on 13.12.22*

## Grants awarded 2023-24

Date	Department	Beneficiary	Registration Number	Summary	Amount
June 2023	Local Government Act s.19	Bishop's Waltham Community Swimming	N/A	Training for volunteers	£600
June 2023	Local Government Act s.145	Bishop's Waltham Festival Ltd	N/A	Hire of Palace Ruins for additional days for this year's event	£600
June 2023	Local Government Act s.144	Bishop's Waltham In Bloom	1125442	Van costs and watering	£1,500
June 2023	Local Government Act s.137	Home Start Hampshire	1144661	Supporting local family	£1,300
June 2023	Local Government Act s.137	Meon Valley Heartstart	1190496	Production of updated instructional videos	£500
July 2023*	Local Government Act s.214	Parochial Church Council of St Peter's	1128411	Churchyard maintenance	£1,500

August 2023**	Local Government Act s.144	Bishop's Waltham Society	1170683	Storyboard public exhibition – Bishop's Waltham's history	£500
Nov 2023***	Local Government Act 1976 s.19	Bishop's Waltham Fishing Club	N/A	Second phase of increasing paths and swims to alleviate flooding in the winter months	£600
Nov 2023***	Local Government Act 1976 s.19	Bishop's Waltham Youth Trust	1194548	Replacement pool table (£700) running costs (£1,300)	£700
Nov 2023***	Local Government Act 1976 s.19	Friends of Bishop's Waltham Junior School	1029101	Contribution towards the new play trail	£600
Nov 2023***	Local Government and Rating Act 3.31	Victim Support	298028	Purchase of security items such as door alarms, personal alarms and window alarms	£100
				<b>TOTAL</b>	<b>£8,500</b>

**Note: Parish Council ratified these recommendations made by CEC on 13.06.23**

**\* Parish Council ratified these recommendations made by CEC on 11.07.23**

**\*\* Parish Council ratified these recommendations made by CEC on 08.08.23**

**\*\*\* Parish Council ratified these recommendations made by CEC on 23.10.23**

#### **Grants awarded 2024-25**

<b>Date</b>	<b>Department</b>	<b>Beneficiary</b>	<b>Registration Number</b>	<b>Summary</b>	<b>Amount</b>
May 2024*	Local Government Act 1972 s.145	Bishop's Waltham Festival Ltd	N/A	Leaflet drops (£200) Purchase and printing of reusable cups (£400) Reduce ticket costs (£250)	£600 (Applied for £850)
May 2024*	Local Government Act 1972 s.144	Bishop's Waltham In Bloom	1125442	Van costs (£3,000) and Watering (£1,500)	£1,250 (Applied for £4,500)
May 2024*	Local Government Act 1972 s.144	Bishop's Waltham Museum Trust	1188140	Device for taking donations as electronic payments	£395 (Applied for £395)
May 2024*	Local Government Act 1972 s.145	Folk Association of South Hants (FASH)	N/A	Contribution towards event for 220 children in the Meon Valley area. Project facilitator (£140) 3 Musicians (£270) School Liaison (£24.20)	£439.20 (Applied for £439.20)
May 2024*	Local Government Act 1972 s.137	Home Start Hampshire	1144661	Supporting local family	£1,300 (Applied for £2,600)
May 2024*	Local Government Act 1972 s.137	Meon Valley Heartstart	1190496	Contribution to updating and making more instructional videos	£750 (Applied for £2,000)
May 2024*	Local Government Act 1972 s.145	Bishop's Waltham Town Team	N/A	Communications drive for volunteers and opportunities (£260) Annual licence for volunteer database hosting (£240)	£500 (Applied for £500)
				<b>TOTAL</b>	<b>£5,234.20</b>

**Note: \* Parish Council ratified these recommendations made by CEC on 14.05.24**



**Bishop's Waltham Parish Council**  
Parish Council Office  
The Jubilee Hall, Little Shore Lane  
Bishop's Waltham  
Hampshire, SO32 1ED  
01489 892323

## **Grants Policy**

Bishop's Waltham Parish Council is funded by the residents of Bishop's Waltham and therefore has only limited funds available to assist community organisations located and working in the parish for the benefit of the community. Subject to funding being available, the Parish Council is committed to providing assistance and support to local community groups which are set up to promote community life for Bishop's Waltham residents. The Council's financial support is provided by way of grants which are decided against criteria set by, and which can be amended from time to time by, Bishop's Waltham Parish Council.

**The amount of money available for grants varies each year, depending on the overall Council budget.**

**Bishop's Waltham Parish Council supports a wide range of grants and particularly welcomes applications from small or newly formed groups and those that have not applied to the Council previously.**

In order for the Council to be able to assess applications rationally and objectively, many of which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied. The Parish Council's policy on community grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of the Parish. In general, the following principles apply:

1. Assistance will be given on the basis of need, merit and contribution to the local community.
2. Applicants must clearly show how any assistance given will benefit the people living in the Parish or will benefit the environment of Bishop's Waltham.
3. Any assistance given will be subject to on-going monitoring and subsequent evaluation of the outcome of the grant.
4. Organisations should not make a presumption that funding will continue on a year-to-year basis.





## **The Aims of the Council's Grant Making Policy**

Bishop's Waltham Parish Council provides grant funding to support the following aims:

1. To enable local people to participate in voluntary groups and activities.
2. To help the parishes' voluntary groups to improve their effectiveness.
3. To ensure the provision of services, needed by the residents, via the voluntary sector.
4. To support organisations which meet the needs of people experiencing social and economic difficulties.
5. To ensure that there is equality of access and opportunity for all parishioners of Bishop's Waltham to the services it provides and funds.
6. To improve or enhance the local environment.
7. To achieve value for money.

A voluntary group is defined as a non-profit making organisation, set up and run by a voluntary, unpaid management committee

## **The Grants Process**

To apply for a Council grant you must be a charity, community group or local voluntary organisation with a constitution and a dedicated bank account (you will be required to submit a copy of the organisation's latest accounts) operating or providing a service to the community of Bishop's Waltham.

An application form can be downloaded from the Parish Council's website or collected from the office. Applicants are required to submit all information detailed on the form and any requested by the Parish Council.

## **Bishop's Waltham Parish Council will assess each application against the following criteria:**

1. Whether the group/project has followed our grants process and meets our requirements and grant giving policy.
2. Level of benefit to Bishop's Waltham and the impact the grant will make.
3. Evidence of a well-managed group including previous experience and track record.
4. Financial sustainability and viability of group and/or project.
5. Evidence of partnership working.
6. Evidence that funding has been sought from other sources and the level of match funding available.
7. Evidence of compliance with previous grant award conditions.



**Bishop's Waltham Parish Council will not fund the following:**

1. Organisations that do not provide a service to the community of Bishop's Waltham.
2. General or individual appeals.
3. Statutory organisations or the direct replacement of statutory funding.
4. Political groups or activities promoting political beliefs.
5. Religious groups where funding is to be used to promote religious beliefs.
6. Arts & sports projects with no community or charitable element
7. Medical research, equipment or treatment.
8. Animal welfare.
9. Projects that may take place before an application can be decided.
10. Organisations that have a closed or restricted membership.
11. Equipment or other costs that have already been purchased or incurred prior to the application being considered.

**Monitoring and reporting requirements**

As a condition of receiving a grant from Bishop's Waltham Parish Council you are required to complete a short evaluation form. Groups are expected to provide Bishop's Waltham Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Council Meeting.

**General grant conditions**

1. The Council will consider grant applications twice a year April (applications to be received by 31<sup>st</sup> March) and October (applications to be received by 30<sup>th</sup> September).
2. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change.
3. Applications for projects where the work has already been completed will not be considered.
4. The Council will not support grants to cover the costs of hiring Bishop's Waltham Parish Council facilities.
5. The Council will not support grants for the repayment of loans or cost of services, equipment or provisions in anticipation of a grant.





6. Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
7. Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
8. Should for any reason the organisation disband or the project is not completed the Council may ask for all or part of the monies to be paid back.
9. Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
10. In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
11. A second application may be submitted in the same year if funds are still available and the applicant has not already received the full amount requested
12. The maximum amount of grant that will be considered is £2,000.
13. The Council does not grant funding to individuals or businesses; however, these may be considered under the General Power of Competence (Localism Act 2011).

Document History		
Status	Date	Version
Originally adopted		1.0
Reviewed March 2020		2.0
Reviewed November 2020		3.0
Reviewed Date	June 2022	