

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 19th November 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).

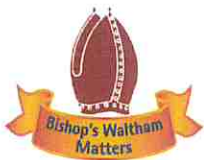
1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. Public Session – to last no longer than 30 minutes - *for information only*
5. To approve the minutes of the Halls & Grounds Committee - 15th October 2024
6. Actions arising from meeting 15th October 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. Updates to Draft Budget 2025-2026 - *for consideration*
12. Grant Opportunities - *for consideration*
13. Albany Road Play Area Update - *for information*
14. Recently Installed Safety Surfacing at Montague Road Play Area – *for information*
15. Southern Shared Pathway Project Update - *for consideration*
16. Traffic Calming Measure in Priory Park Car Park – *for consideration*
17. Correspondence - Query Relating to Hoe Road Recreation Ground Football Pitch Charges – *for consideration*
18. Play Park Inspection Report – *for consideration*
19. Bishop's Waltham Rotary Family Fun Day 2025 Hire Request – *for consideration*
20. Requests for Future Agenda Items - *for information only*
21. Date of next meeting - 17th December 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 – Architects' Quotations for Building Redesign - *for consideration*
24. Priory Park Overflow Car Park Project Tenders - *for consideration*

25. Jubilee Hall Heating Update - *for consideration*
26. Replacement Benches for Hoe Road Tennis Courts – *for consideration*
27. Jubilee Hall Paving Quotations - *for consideration*
28. Water Monitoring Contract - *for consideration*
29. SSE Grant and Quotations for Additional Battery Storage at the Jubilee Hall – *for consideration*

C Wilkinson

Clerk to the Committee
12th November 2024

Bishop's Waltham Parish Council, Parish Office, Jubilee Hall, Little Shore Lane, Bishop's Waltham, Southampton, Hampshire SO32
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Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 15th October 2024 at 7.00pm

Present:

Cllr Latham	
Cllr Marsh	
Cllr Pavey	
Cllr Sherwood	
Cllr Stallard	Vice Chairman
Cllr Webb	Chairman
Cllr Wilson	

In Attendance:

Mr Arthur	Estates Manager
Mr Thorne	Project Manager
Mr Veck	Senior Groundsman
Mrs Wilkinson	Committees Officer

Members of the Public: 0

- HG144/24** **To receive and accept apologies for non-attendance.**
All present. Councillor Latham and Councillor Marsh had both given their apologies for their anticipated late arrival due to family commitments.
- HG145/24** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- HG146/24** **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.
- HG147/24** **Public Session**
No members of the public wished to speak.
- HG148/24** **To approve the minutes from the meeting of the Halls & Grounds Committee – 17th September 2024**
Proposed: Cllr Wilson
Seconded: Cllr Stallard
All in favour.
- HG149/24** **Actions Arising from the meeting of the Halls & Grounds Committee – 17th September 2024**
Noted.
- HG150/24** **Estate Manager's Report – for information**
Following the resolution to purchase portable heaters for use in the Parish Council's buildings, an electrician had been consulted about whether seven heaters could be used in the Jubilee Hall concurrently. The initial response was positive, confirmation would be obtained during a site visit.
- HG151/24** **Senior Groundsman's Written Report**
Hedge cutting was due to commence the next day. The grounds team had been joined for a day by an individual who had offered his services to the grounds team and the Senior Groundsman reported that the day had gone well.
- HG152/24** **Financial Position Year to Date**
Noted.

- HG153/24 Capital Control and Ear Marked Reserves Reports**
Noted.
- HG154/24 Draft Budget 2025-2026 & Capital Projects Prioritisation – Update from Working group – for consideration**
The Committee reviewed the draft budget from created by the Finance Manager and Working Group and reviewed the list of projects with funding allocated for the coming financial year. No changes were requested.
A query was raised regarding the double listing of Priory Park in the capital projects that would be resolved with the Finance Manager. **Action: Finance Manager**
Resolved: To consider and approve the draft Halls and Grounds Committee budget for 2025 – 2026 financial year and to forward to the Finance, Policy and Resources Committee for consideration.
Proposed: Cllr Wilson
Seconded: Cllr Pavey
All in favour. **Action: Committees Officer**
- HG155/24 Grant Opportunities**
Noted.
- HG156/24 Shared Southern Pathway Project Update – for information**
The visibility at the entrance to Priory Park had been improved by reducing the height of the hedge. The Projects Manager had chased HCC for permission to locate a lectern with a route map on the railway line footpath.

At this point Councillor Marsh joined the meeting.
- HG157/24 Albany Road Play Area Update – for consideration**
The addition of trees to provide shade to playpark users would be a future agenda item for consideration. **Action: Cllr Pavey**
The speed limit of the track to the Cricket Ground was discussed with a view to being consistent with the track through Hoe Road Recreation Ground.
i) **To note the total purchase price of the two benches and one picnic table as being £1407.00 (excluding VAT).**
ii) **To reduce the speed limit on the track from Albany Road to the Cricket Ground from 10m.p.h. to 5 m.p.h. and to update the signage accordingly.** **Action: Project Manager**
Proposed: Cllr Webb
Seconded: Cllr Wilson
All in favour.
- HG158/24 Montague Road Play Area Update – for consideration**
The additional piece of safety surfacing was planned for installation on Friday 18th October.
- HG159/24 Priory Park Overflow Car Park Project Update – for consideration**
The work to repair the collapsed pipe had been completed and the Invitation to Tender for the expansion and resurfacing of the car park was now live on the Contracts Finder website.
- HG160/24 Expenditure to remove Dead Tree in Jubilee Hall Car Park – for ratification**
Resolved: To ratify the expenditure of £150.00 (excluding VAT) for the removal of a dead tree from the Jubilee Hall Car Park.
Proposed: Cllr Stallard
Seconded: Cllr Marsh
All in favour.
- HG161/24 Winter Tennis Open Session Hours – for consideration**
Whether any suitable automated locking systems were available would be investigated. **Action: Cllr Pavey**

Resolved: To change the timings of the tennis public open sessions to 9am – 3.30pm (on Tuesdays and Thursdays) during the winter season, and not open to the courts for the Sunday evening session until the summer season.

Proposed: Cllr Sherwood

Seconded: Cllr Stallard

All in favour.

HG162/24

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

The business impact of occupying car parking spaces with EV chargers at these locations would be considered further before proceeding with the EV Charger supplier who had contacted the council with a feasibility study.

HG163/24

Requests for Future Agenda Items

Tree Planting for shade in Albany Road Play Area

Automatic locking systems for Hoe Road Recreation Ground Tennis Courts

EV chargers in Parish Council car parks

Additional sanitary bins in Parish Council buildings

HG164/24

Date of next meeting – Tuesday 19th November 2024

Noted.

HG165/24

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'.

At this point Mr Veck left the meeting.

HG166/24

Facilities Review Project Update – for consideration

i) To note the working group meeting notes and the recommendations included.

ii) To instruct the Projects Manager to approach the architectural firms who have provided quotations to date, to refine their quotations to include completion of RIBA steps 0-2 only.

Action: Projects Manager

iii) To confirm the ownership of any building designs provided to the council under the quotations received.

Action: Projects Manager

Proposed: Cllr Wilson

Seconded: Cllr Sherwood

All in favour

At this point Councillor Latham joined the meeting.

HG167/24

Jubilee Hall Heating Options – for consideration

Noted. The Estates Manager was in the process of confirming that seven oil-filled radiators could be safely used in the Jubilee Hall without overloading the electrical system.

HG168/24

Request to continue Programme of Replacement of Dog Waste Bins – for consideration

A list of proposed bin locations and details of their current condition would be supplied to the Finance, Policy and Resources Committee.

Resolved: To request approval from the Finance, Policy and Resources Committee to purchase four new wheelie bins for dog waste (along with the posts and slabs required for installation) and 1 new post-mounted bin to continue the programme of replacement for damaged and unsightly bins at an approximate total cost of £700 (excluding VAT), subject to delivery costs.

Proposed: Cllr Stallard

Seconded: Cllr Sherwood

All in favour

Action: Committees Officer

HG169/24

Quotations for Hygiene Waste Contract – for consideration

The appropriate level of provision across the Parish Council's buildings including whether to locate bins inside men's toilets was given consideration. Proposals for increasing the number of bins would be brought to a future Committee meeting with costing information. **Action: Estates Manager**

Resolved: To accept the quotation received from Personal Hygiene Services Ltd for the 3-year contract for hygiene services for bins located at the Hoe Road Pavillion, Jubilee Hall and Priory Park Pavillion at the price of £467.00 (excluding VAT) per annum.

Proposed: Cllr Latham

Seconded: Cllr Marsh

Action: Estates Manager

HG170/24

Quotations for Montague Road Tree Work – for consideration

Two of the three requested quotations had been received. The third would be obtained if possible. and selection of a contractor would be delegated to the Finance, Policy and Resources Committee.

Resolved: To supply the quotations obtained to the Finance, Policy and Resources Committee and to delegate to them the selection of a contractor to undertake the necessary tree work on the Parish Council's land at Montague Road.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour.

Action: Committees Officer

HG171/24

Replacement Benches for Hoe Road Tennis Courts – for consideration

Prices would be obtained for backless courtside benches.

Resolved: To supply some options for backless benches to be purchased to the Finance, Policy and Resources Committee for their consideration.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour.

Action: Committees Officer

HG172/24

Coronation Hall Water Leak Report – for consideration

The Estates Manager summarised the current situation and the available options for repair.

Resolved:

- i) To select the approach of rerouting the hot water pipe within the Coronation Hall to be above the floor in order to avoid the suspected leaking section.
- ii) To accept the quotation received for £1,875.00 (excluding VAT) from Regal Environmental Services Ltd for the necessary plumbing work, to expedite the repair as far as possible, to properly reinstate the hot water supply to the building and protect the business continuity of the tenant preschool.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

All in favour.

Action: Estates Manager

HG173/24

Staffing Matters – for consideration

The Senior Groundsman had reported the successful completion of a trial earlier in the day.

Resolved: To recommend to the Staffing Sub-Committee that, following the trial day held in w/c 14th October, an initial short term employment contract for grounds work be offered to the suitably qualified candidate.

Proposed: Cllr Latham

Seconded: Cllr Sherwood

All in favour.

Action: Committees Officer

There being no further business the meeting closed at 8:50 pm.

Bishops Waltham Parish Council

Actions Arising following the Halls & Grounds Committee for meeting 19.11.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG14/21	BWPC publicity leaflet	BWPC publicity leaflet	Sep-21	AO/Bookings Clerk	In progress
HG057/22	Increasing CCTV coverage	To investigate possibility of covering i) Hoe Road play area ii) Priory Park football pitches	Proposed for closure	Clerk	No current security issues experienced, and need to be more confident of reliability of hard drive.
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Priory Park, and Oak Road.
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	Complete	Clerk	Three quotations required where possible
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Webb	
HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	April	Senior Groundsman	
HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under youth shelter.	April	Clerk/Senior Groundsman	In progress, 2 quotations received.
HG352/23	Coronation Hall	To organise site visit for working group.	Proposed for closure	Clerk	Programme of works identified by Estates Manager to be brought to the Committee at a future meeting
HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May	Clerk	
HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamos to explore interim measures.	May	Clerk	
HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
HG022/24	Correspondence - Roynori Performing Arts Search for Premises	Reply and request further information regarding what type of features are required for their type of usage.	Proposed for closure	Clerk	Information to be requested from current dance hirer to avoid negative impact on hirer relationship.
HG023/24	Correspondence - Request for Memorial Tree at Langton Road	Update the correspondent regarding the consideration planned against the draft policy	June	Clerk	
HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	In progress	Clerk	2 quotations received thus far.
HG025/24	Montague Road Tree Survey	To apply to WCC for permission to carry out the recommended works on the oak tree covered by TPO1189T1.	June	Clerk	
HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	July	Clerk	
HG053/24	Suggestion for Permitted Graffiti Space	Add graffiti space to Committee's list of project for consideration for grant funding.	Complete	Clerk	
HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	July	Cllr Pavey/Clerk	
HG057/24	Memorial Tree and Bench Policy Draft	To respond to the resident to grant the request and obtain more information about the memorial plaque and suggest an alternative variety of tree be proposed.	July	Clerk	
HG064/24	Allotments Fencing Update and Price Estimate	To update BWGC with Committee's agreement in principle and to seek funding for the unbudgeted project.	July	Clerk	Project funded in draft budget for 2025-26. Awaiting approval before confirming with BWGC

HG081/24	Report from Meeting with Hampshire FA	Contact appointed contractor to find out whether they have required machinery to improve hollow lining in line with report.	Complete	Senior Groundsman	Contractor informed of requirements and most recent work checked by Senior Groundsman
HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	August	Priory Park football pitch working group	
HG083/24	Coronation Hall Asbestos Survey	Update asbestos register in accordance with findings of the survey	Complete	Estates Manager	
HG085/24	Montague Road Ditch Work Update	Include update in next newsletter and notices on site.	Proposed for closure	Clerk	Newsletter currently in abeyance until new staff member recruited.
HG092/24	Water Safety Checks Quotations	Following completion for the risk assessments obtain additional quotation for water monitoring contract.	September	Clerk	
HG108/24	Correspondence - Priory Park Speed Bumps	Bring to the committee for further consideration in Nov 24.	Complete	Clerk	See agenda item 16.
HG127/24	Grant Opportunities	Request more detailed feedback about unsuccessful grant application to Go Greener Fast Fund	Oct-24	Clerk	
HG130/24	Jubilee Hall Solar Project Update	Make CEC aware of potential implications on BWPC Emergency Plan	Complete	Clerk	
HG134/24	Priory Park Parking Issues	Assess scale of parking issue at site during peak usage and report back to Committee	Oct-24	PP Car Parking Working Group	
HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	Oct-24	Clerk	
HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Write letter to parents attending activities emphasising need to drive and park responsibly	Oct-24	Clerk	
HG136/24	Correspondence - Montague Road Wildflower Area	Reply to correspondent to clarify designation of area in WCC Open Space Assessment	Oct-24	Clerk	
HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
HG142/24	Jubilee Hall Heating Options	Confirm with electrician building's ability to support use of oil-filled radiators.	Complete	Clerk	Radiators on order.
HG154/24	Draft Budget 2025-26	Raise query with Finance Manager in relation to the information relating to double listing of PP in the capital projects.	Complete	Finance Manager	
HG154/24	Draft Budget 2025-26	Forward draft budget to FP&R for consideration.	Complete	Finance Manager	
HG157/24	Albany Road Play Area Project Update	Create agenda item for addition of trees at the Albany Road play area for shade.	Nov-24	Cllr Pavey	
HG157/24	Albany Road Play Area Project Update	Update signage on track to Cricket Ground to reduce speed limit to 5mph.	Complete	Projects Manager	
HG161/24	Winter Tennis Open Session Hours	Investigate automated locking systems for the Hoe Road tennis courts.	Nov-24	Cllr Pavey	
HG166/24	Facilities Review Project Update	Approach architects to ask them to refine quotations to include RIBA steps 0-2	Complete	Projects Manager	See agenda item 23.
HG166/24	Facilities Review Project Update	Confirm ownership of any building designs provided to the council under the quotations received.	Nov-24	Projects Manager	
HG168/24	Request to continue Programme of Dog Waste Bins	To request approval from FP&R to purchase 4 new wheelie bins (with posts and slabs) and one new post-mounted bin.	Complete	Clerk	Approved at Full Council 12.11.24
HG169/24	Quotations for Hygeine Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
HG169/24	Quotations for Hygeine Waste Contract	Accept quotations from Personal Hygeine Services for the 3-year contract.	Complete	Estates Manager	New contract initiated
HG170/24	Quotations for Montague Road Tree Work	Supply quotations to FP&R to delegate selection of a contractor to undertake necessary work.	Proposed for closure	Clerk	Third quotation still awaited
HG171/24	Replacement Benches for Hoe Road Tennis Courts	To supply options for backless benches to FP&R for consideration.	Proposed for closure	Clerk	Included as H&G agenda item 26.
HG172/24	Coronation Hall Water Leak Report	To accept quotation from Regal Environmental Services Ltd and to expedite repair.	Complete	Estates Manager	Work now scheduled.
HG173/24	Staffing Matters	To recommend to FP&R, following successful trial day, that a short term contract for grounds work be offered.	Complete	Clerk	3-month contract initiated.

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 19th November 2024

7. Estates Manager's Report – *for information*

General

Electrical Installation Condition Report testing of JH & HR completed. Minor remedial actions identified.

Water contracts for PP, HR and JH – 3-year renewal commences (20.11.24).

New hygiene contract to include Hoe Road washroom commenced (25.10.24).

Maintenance planning for property, plant, and equipment with asset numbering ongoing.

Bookings this month: Right at Home Mid Hampshire - Community Event for elderly and carers, Clean up/Greening event, New Pickleball Session, Additional Badminton matches with BW Badminton Club, Charity Dance, Skittle Hire for St Peter's Ladies Group, Wedding Reception, WCC Community Event for Older Residents, WCC Event for Council Tenant Forum, Blood Donation Session, BW Gardening Club Annual Social and Dinner, Mind, Body and Spirit Fayre, WCC - HCC Elections, 2 x Birthday parties at Priory Park Pavillion, Children's Halloween Party.

Jubilee Hall

(1) Oil-filled elec. heater purchased to provide heating backup performs satisfactorily. Balance of (6) ordered.

Replacement of faulty gas boiler: Continuing to gather information on alternative heating solutions. – See agenda item 25.

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

2 future hirer visits.

Priory Park

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

Type F extinguisher and fire blanket installed in Dynamos kitchen.

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

Hoe Road & Estates Shed

Faulty HDD replaced (11.11.24) and installed in new 19" cabinet to protect from dust/moisture.

Review of HR & ES H&S (2022) and Fire Safety (2021) reports completed.

Outstanding electrical works completed.

Coronation Hall

H/W leak repair due to start on 11.11.24 has been delayed until after 12.12.24 at the request of Montessori. This is due to concerns about the operational impact of the works. Water to the affected area is turned off, so no further impact on the building's foundations.

Outstanding electrical works completed.



Halls and Grounds Committee – 19th November 2024

8. Senior Groundsman's Report – *for information*

No football cancellations.

With the recent mild and dry spell, we have continued to cut grass.

The Autumn verti draining has been completed on Priory pitches. I am happy with the depth and angle of the tine holes.

We are finishing off bits of hedge cutting inaccessible to the contractor.

One groundsman attended, set up safety fencing, and generally assisted with the fireworks evening at Hoe Rd.

Two groundsmen attended the Remembrance Sunday parade, setting up and manning road barriers.

Leaf clearing at Jubilee Hall.

The new temporary groundsman has fitted in very well with the team. He is an asset to the grounds team.

The CCTV is up and running again at the tractor shed.

We will be putting the benches in place at Albany play area this week.

Senior Groundsman
12.10.24

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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 EMIR
<u>200 Grounds - General</u>											
4101 Prof Fees - Tree Surveys	0	0	0	(350)	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	(2,300)	4,000	1,700	(2,300)	4,000	6,300	(4,000)		1,700	57.5%	
4295 Contractor - Ditch Clearance	0	0	0	(1,250)	0	1,250	0		(1,250)	0.0%	
4303 Fuel Charges - Tractors&Mowers	(254)	400	146	(1,979)	2,800	4,779	(4,800)		2,821	41.2%	
4304 Fuel Charges - PC Vehicles	(173)	400	227	(1,302)	2,800	4,102	(4,800)		3,498	27.1%	
4305 Op Costs - Tractors&Mowers	0	200	200	(1,007)	1,400	2,407	(2,400)		1,393	41.9%	
4306 Op Costs - P C Vehicles	0	500	500	(1,764)	3,500	5,264	(6,000)		4,236	29.4%	
4309 Materials - Cleaning	(19)	30	11	(68)	90	158	(120)		52	56.3%	
4310 Materials -Tools / Minor Items	(95)	250	155	(253)	750	1,003	(1,000)		747	25.3%	
4311 Materials - Locks and Keys	0	0	0	(6)	0	6	(50)		44	11.3%	
4312 Materials - Ground Maintenance	(154)	625	471	(830)	1,875	2,705	(2,500)		1,670	33.2%	
4313 Materials - Signage	(12)	0	(12)	(124)	0	124	0		(124)	0.0%	
4319 Materials - Lining Paint	(758)	0	(758)	(1,561)	0	1,561	0		(1,561)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	0	0	0	1			0.0%	
1115 Land Lease - Scouts Building	0	0	0	1	1	0	2			50.0%	
1127 Contract Hire - Tennis Courts	439	442	3	1,316	1,326	10	1,768			74.5%	
1211 Hire Fees - Grounds	0	0	0	1,930	786	(1,144)	935			206.4%	
1212 Hire Fees - Football Pitches	28	0	(28)	194	0	(194)	0			0.0%	
4270 Contractor - Aboricultural	0	850	850	(555)	850	1,405	(850)		295	65.3%	
4280 Contractor - Grounds	0	0	0	0	300	300	(300)		300	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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 Mtce - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	118	85	(33)	85			138.4%	
1151 Annual Hire - Football Pitches	788	794	6	3,453	3,176	(277)	7,146			48.3%	
1212 Hire Fees - Football Pitches	204	164	(40)	263	656	393	1,476			17.8%	
4270 Contractor - Arboricultural	(250)	3,500	3,250	(490)	3,500	3,990	(3,500)		3,010	14.0%	
4280 Contractor - Grounds	(1,900)	1,300	(600)	(9,050)	8,100	17,150	(8,500)		(550)	106.5%	
4295 Contractor - Ditch Clearance	0	0	0	0	400	400	(400)		400	0.0%	
4329 Mtce - Fencing	0	0	0	0	0	0	(100)		100	0.0%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,576	1,129	(447)	1,129			139.6%	
4270 Contractor - Arboricultural	0	750	750	0	750	750	(750)		750	0.0%	
4329 Mtce - Fencing	0	0	0	0	0	0	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4270 Contractor - Arboricultural	0	850	850	0	850	850	(850)		850	0.0%	
<u>230 Halls/Buildings - General</u>											
1201 Hire Fees - Skittle Alley	35	0	(35)	35	0	(35)	0			0.0%	
4107 Prof Fees - Health & Safety	0	1,000	1,000	(475)	1,000	1,475	(1,000)		525	47.5%	
4170 Advertising - Halls	0	500	500	0	500	500	(500)		500	0.0%	
4309 Materials - Cleaning	(230)	200	(30)	(845)	800	1,645	(1,200)		355	70.4%	

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Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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
4310 Materials - Tools / Minor Items	(12)	75	63	(121)	75	196	(150)		29	80.6%	
4311 Materials - Locks and Keys	0	150	150	(68)	150	218	(300)		232	22.6%	
4313 Materials - Signage	0	150	150	(211)	150	361	(300)		89	70.5%	
4316 Materials - Kitchen Supplies	0	50	50	0	50	50	(100)		100	0.0%	
<u>240 Hoe Road Pavillion</u>											
1131 Contract Hire - Kitchen	123	124	1	369	372	3	496			74.5%	
1132 Contract Hire - Rooms	1,570	1,582	12	4,711	4,746	35	6,328			74.4%	
1133 Contract Hire - Storage	26	26	0	77	78	1	104			74.0%	
1223 Hire Fees - Storage	19	0	(19)	131	0	(131)	0			0.0%	
4102 Prof Fees - PAT Testing	0	100	100	(23)	100	123	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	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	0	100	100	(514)	700	1,214	(1,200)		686	42.9%	
4281 Contractor - Window Cleaning	0	0	0	(60)	0	60	0		(60)	0.0%	
4285 Contractor - Hygiene Waste	(35)	0	(35)	(35)	0	35	0		(35)	0.0%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mice - H & S Conformances	0	125	125	(29)	125	154	(250)		221	11.6%	
4332 Mice - Fire/Security Sytems	(51)	100	50	(354)	700	1,054	(1,200)		847	29.5%	
4336 Mice - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mice - Building Services	(224)	0	(224)	(409)	0	409	(1,000)		591	40.9%	
4338 Mice - Internal Decoration	0	0	0	(240)	0	240	(1,000)		760	24.0%	
4339 Mice - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(514)	518	1,032	(740)		226	69.5%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Electricity	0	2,000	2,000	(795)	4,000	4,795	(6,500)		5,705	12.2%	
4345 Water	0	125	125	(438)	875	1,313	(1,500)		1,062	29.2%	
<u>250 Priory Park Clubhouse</u>											
1158 Annual Hire - Rooms	108	109	1	422	436	14	981			43.0%	
1161 Annual Hire - Storage	48	48	0	186	192	6	432			43.1%	
1220 Hire Fees - Rooms	2,208	1,470	(738)	12,686	10,290	(2,396)	17,640			71.9%	
1223 Hire Fees - Storage	17	17	1	116	119	4	204			56.6%	
4102 Prof Fees - PAT Testing	0	75	75	(90)	75	165	(75)		(15)	120.0%	
4106 Prof Fees - Hardwire Insptions	(720)	0	(720)	(720)	630	1,350	(630)		(90)	114.3%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4142 Performing Rights - Music Fees	0	250	250	(145)	250	395	(250)		105	58.1%	
4158 Premises Licence	0	0	0	(14)	0	14	(21)		7	66.7%	
4275 Contractor - Trade Waste	0	600	600	(1,054)	1,200	2,254	(1,200)		146	87.8%	
4277 Contractor - Water Monitoring	0	100	100	(514)	700	1,214	(1,200)		686	42.9%	
4281 Contractor - Window Cleaning	0	100	100	(200)	400	600	(600)		400	33.3%	
4282 Contractor - Cleaning	(969)	350	(619)	(2,409)	2,450	4,859	(4,200)		1,791	57.4%	
4285 Contractor - Hygiene Waste	(35)	0	(35)	(700)	0	700	(1,140)		440	61.4%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	125	125	0	125	125	(250)		250	0.0%	
4332 Mtce - Fire/Security Sytems	(149)	83	(66)	(389)	581	970	(1,000)		611	38.9%	
4336 Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)		(960)	292.0%	
4337 Mtce - Building Services	0	0	0	(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%	

Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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
4339 Mfce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(254)	255	1	(1,783)	1,780	3,563	(2,545)		762	70.1%	
4343 Electricity	0	1,500	1,500	467	2,750	2,283	(4,500)		4,967	(10.4%)	
4344 Gas	(113)	100	(13)	(783)	650	1,433	(3,000)		2,217	26.1%	
4345 Water	(147)	100	(47)	(886)	300	1,186	(500)		(386)	177.3%	
<u>260 The Jubilee Hall Building</u>											
1087 Income - PAT Testing Recharge	0	100	100	23	100	78	100			22.5%	
1153 Annual Hire - Diamond Suite	331	400	69	2,184	2,800	616	4,800			45.5%	
1220 Hire Fees - Rooms	4,659	2,800	(1,859)	24,498	19,600	(4,898)	33,600			72.9%	
1225 Hire Fees - Kitchen	212	175	(37)	1,406	1,225	(181)	2,100			67.0%	
4102 Prof Fees - PAT Testing	0	360	360	(126)	360	486	(360)		234	35.0%	
4106 Prof Fees - Hardwire Inspctions	0	650	650	0	650	650	(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	(93)	35	(58)	(2,581)	2,575	5,156	(2,750)		169	93.8%	
4277 Contractor - Water Monitoring	0	100	100	(514)	700	1,214	(1,200)		686	42.9%	
4281 Contractor - Window Cleaning	0	120	120	(240)	480	720	(720)		480	33.3%	
4282 Contractor - Cleaning	(180)	0	(180)	(1,140)	0	1,140	(750)		(390)	152.0%	
4285 Contractor - Hygiene Waste	(35)	0	(35)	(1,186)	0	1,186	(1,972)		786	60.1%	
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 Mfce - H & S Conformances	0	250	250	(63)	250	313	(500)		437	12.5%	

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Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4332 Mtce - Fire/Security Systems	(127)	66	(61)	(655)	462	1,117	(800)		146	81.8%	
4336 Mtce - Building Fabric	0	0	0	(5)	0	5	(500)		495	1.1%	
4337 Mtce - Building Services	(725)	0	(725)	(2,382)	0	2,382	(1,000)		(1,382)	238.2%	
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)	(5,143)	4,676	9,819	(6,680)		1,537	77.0%	
4343 Electricity	0	0	0	(1,733)	3,500	5,233	(6,500)		4,767	26.7%	
4344 Gas	(642)	400	(242)	(3,091)	3,350	6,441	(8,900)		5,809	34.7%	
4345 Water	(258)	230	(28)	(676)	690	1,366	(920)		244	73.5%	
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	141	250	109	943	750	(193)	1,000			94.3%	
1089 Income - Car Parking M/C's	213	115	(98)	2,072	805	(1,267)	1,380			150.1%	
1152 Annual Hire - Season Tickets	300	0	(300)	1,375	406	(969)	1,138			120.8%	
1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	(278)	185	(93)	(1,255)	1,295	2,550	(2,220)		965	56.5%	
4270 Contractor - Arboricultural	(150)	350	200	(650)	350	1,000	(350)		(300)	185.7%	
4281 Contractor - Window Cleaning	0	40	40	(60)	160	220	(240)		180	25.0%	
4286 Contractor - Car Park Tickets	0	150	150	0	150	150	(300)		300	0.0%	
4287 Contractor - E'tric Charge Mac	0	150	150	(240)	150	390	(150)		(90)	160.0%	
4325 Mtce - Car Park Ticket M/c's	0	0	0	(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)	5,777	10,314	(8,252)		3,715	55.0%	
4343 Electricity	(35)	65	30	(597)	427	1,024	(712)		115	83.8%	

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Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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
270 Well House											
4337 Mtce - Building Services	0	0	0	(302)	0	302	0		(302)	0.0%	
4341 Non Domestic Rates	(329)	0	(329)	(1,317)	0	1,317	0		(1,317)	0.0%	
4343 Electricity	(415)	0	(415)	(415)	0	415	0		(415)	0.0%	
4344 Gas	(390)	0	(390)	(390)	0	390	0		(390)	0.0%	
275 Coronation Hall											
1131 Contract Hire - Kitchen	0	50	50	0	350	350	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	4,025	3,500	(525)	6,000			67.1%	
1133 Contract Hire - Storage	0	25	25	0	175	175	300			0.0%	
4102 Prof Fees - PAT Testing	0	100	100	0	100	100	(100)		100	0.0%	
4106 Prof Fees - Hardwire Insptions	0	375	375	0	375	375	(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	0	104	104	(284)	602	886	(1,000)		716	28.4%	
4281 Contractor - Window Cleaning	0	0	0	(50)	0	50	0		(50)	0.0%	
4320 Mtce - H & S Conformances	0	125	125	(210)	125	335	(250)		40	83.9%	
4332 Mtce - Fire/Security Sytems	0	100	100	(130)	700	830	(1,200)		1,070	10.8%	
4336 Mtce - Building Fabric	0	0	0	(356)	0	356	(500)		144	71.3%	
4337 Mtce - Building Services	(470)	0	(470)	(1,029)	0	1,029	(1,000)		(29)	102.9%	
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	514	514	(736)		736	0.0%	
4343 Electricity	(1,076)	1,500	425	(1,076)	2,750	3,826	(4,500)		3,425	23.9%	
4344 Gas	(191)	100	(91)	(191)	650	841	(3,000)		2,809	6.4%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4345 Water	0	125	125	0	875	875	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - PAT Testing	0	150	150	(90)	150	240	(150)		60	60.0%	
4106 Prof Fees - Hardwire Insptions	0	190	190	(300)	190	490	(190)		(110)	157.9%	
4274 Contractor - Waste Skip Hire	(455)	455	0	(2,230)	1,820	4,050	(2,730)		501	81.7%	
4332 Mtce - Fire/Security Sytems	(85)	40	(45)	(220)	280	500	(500)		280	44.0%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mtce - Building Services	0	0	0	0	0	0	(500)		500	0.0%	
4343 Electricity	0	0	0	(54)	1,000	1,054	(6,000)		5,946	0.9%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - H&S Bldg Report	0	850	850	0	850	850	(850)		850	0.0%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	145	350	(145)		(60)	141.7%	
4270 Contractor - Aboricultural	0	3,500	3,500	(3,150)	3,500	6,650	(3,500)		350	90.0%	
4280 Contractor - Grounds	0	3,000	3,000	(2,303)	3,000	5,303	(3,000)		697	76.8%	
4313 Materials - Signage	(140)	150	10	(278)	150	428	(300)		22	92.6%	
4320 Mtce - H & S Conformances	0	1,000	1,000	(278)	1,000	1,278	(2,000)		1,722	13.9%	
4327 Mtce - Play & Leisure Equipmnt	0	1,125	1,125	(525)	3,375	3,900	(4,500)		3,975	11.7%	
4329 Mtce - Fencing	0	500	500	0	500	500	(1,000)		1,000	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1336 WCC CIL Funding 2024-25	0	0	0	40,000	40,000	0	40,000			100.0%	40,000
1368 WCC Open Space Fund	0	0	0	19,637	18,797	(840)	18,797			104.5%	19,637
4350 Minor Assets	(102)	2,500	2,398	(2,441)	2,500	4,941	(2,500)		59	97.7%	
4364 Southern Footpath Cycleway	0	0	0	(6,146)	0	6,146	0		(6,146)	0.0%	6,146

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Detailed Income & Expenditure by Phased Budget Heading 14/11/2024

Month No: 7

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
4386 Floor Polisher PP	0	0	0	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
4390 Replace Skate Park	0	0	0	(60,205)	0	60,205	0		(60,205)	0.0%	60,205
4393 Solar Panels on JH Roof	0	0	0	(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 Bldings Replace /Refurb	0	0	0	0	0	0	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	0	0	0	(4,900)	6,000	10,900	(8,000)		3,100	61.3%	4,900
4417 Upgrade Intruder Alarm (JH)	0	2,500	2,500	0	2,500	2,500	(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	2,500	2,500	0	2,500	2,500	(2,500)		2,500	0.0%	
4423 EV Chargers	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4432 Montague rd Play Areas	(2,911)	0	(2,911)	(2,911)	0	2,911	0		(2,911)	0.0%	2,911
4450 Extend Parking PP	(8,850)	0	(8,850)	(8,850)	0	8,850	0		(8,850)	0.0%	8,850
4484 Stackable Chairs (JH)	0	0	0	(874)	0	874	0		(874)	0.0%	874
4487 Building Maintenance	0	18,500	18,500	0	18,500	18,500	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	(73)	0	(73)	(75,668)	78,198	153,866	(78,198)		2,530	96.8%	75,668
Grand Totals:- Income	12,041	9,191	(2,850)	123,781	111,943	(11,838)	148,585			83.3%	
Expenditure	27,671	66,249	38,578	317,136	330,785	13,649	425,539	0	108,403	74.5%	
Net Income over Expenditure	(15,629)	(57,058)	(41,429)	(193,355)	(218,842)	(25,487)	(276,954)				
plus Transfer from EMR	11,834			226,179							
less Transfer to EMR	0			59,637							
Movement to/(from) Gen Reserve	(3,795)			(26,813)							

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 7

	Code	Description	Month Budgeted	EMR			Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
				Capital Budget £'s	Funding Budget £'s					
Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000	0	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Oct	0	0	0	0	0	25,815	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Aug	18,797	18,797	0	0	19,637	0	EMR 315 Montague Rd/378 Alband Rd
	1400	WCC Rural England PF	Mar	0	0	0	0	0	49,000	EMR 377 Extend Parking PP
		Total Gross Committee Income		58,797	58,797	0	0	59,637	74,815	
Expenditure	4350	Minor Assets	Oct	2,500	0	2,500	2,500	2,441	0	Bins/Step Ladder/Blower Kit/Tennis Net/Goals/A2 Board
	4364	Southern Footpath/Cycleway	Jul	0	0	0	0	6,146	0	EMR 373
	4365	Replace Tractor	Sep	0	0	0	0	0	33,500	EMR 330
	4368	Replace Topper/Mower	Sep	0	0	0	0	0	17,150	EMR 340
	4386	Floor Polisher PP	-	0	0	0	0	1,166	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Aug	0	0	0	0	60,205	15,676	EMR 374
	4393	Solar Panels On Roof (JH)	Sep	99,750	99,750	0	0	62,149	0	EMR 376
	4415	Tennis Court Maintenance	Jul	6,000	6,000	0	0	4,900	0	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Oct	2,500	0	2,500	2,500	0	2,500	
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	0	3,311	0	EMR 351
	4422	Replace Paving Stones	Oct	2,500	0	2,500	2,500	0	2,500	
	4423	EV Chargers	Not expected	11,000	11,000	0	0	0	0	EMR 336
	4432	Montague Rd Play Areas	Oct	0	0	0	0	2,911	0	EMR 315 (£2,820 incl £2,405 WCC-OSF)
	4450	Extend Parking (PP)	Sep	0	0	0	0	8,850	0	EMR 377 (Budget £100,000)
	4484	Stackable Chairs (JH)	May	0	0	0	0	874	0	EMR 390
	4487	Building Maintenance	Oct	18,500	18,500	0	0	0	18,500	EMR 379
	4500	Albany Road Play Park	May/Jul	78,198	78,198	0	0	75,668	0	EMR 378 (incl £17,232 WCC-OSF)
		Total Gross Committee Expenditures		220,948	213,448	7,500	7,500	228,621	89,826	
EMR Movements				154,651	154,651	0	0	166,543	10,011	
Total Net Committee Expenditures				7,500	0	7,500	7,500	2,441	5,000	

Ear Marked Reserves
2024-2025

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£548	£0	£0	£0	£0	£-2,272	£-133	£2,911	£0	£0	£0	£0	£0	£506	£0	£42
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
317	EMR - Allotment Fencing - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
318	EMR - Coronation Hall Renovations - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-10,000	£-10,000	£0	£10,000
320	EMR - Replace Pick up Truck - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-10,000	£-10,000	£0	£10,000
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-15,000	£-15,000	£0	£15,000
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£0	£-4,000	£-4,000	£0	£8,744
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£17,150	£0	£0	£27,150	£0	£11,000
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,000	£-1,000	£0	£3,078
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,500	£-2,500	£0	£2,500
350	EMR - Bldgs Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-5,000	£-5,000	£0	£90,000
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,311	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
354	EMR - Fencing Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£-2,000	£0	£2,000
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£-3,000	£1,900	£4,000	£14,100
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,500	£-2,500	£0	£2,500
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£-2,000	£0	£2,000
358	EMR - Southern Footpath Maintenance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,000	£-1,000	£0	£1,000
359	EMR - HR Drainage	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-20,000	£-20,000	£0	£20,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,848	£0	£3,152
373	EMR - Southern Footpath - WCIL/S106	£9,063	£0	£10,000	£0	£6,006	£140	£0	£0	£-25,815	£0	£0	£0	£0	£-9,669	£0	£606
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£-10,000	£-15,298	£17,060	£0	£0	£0	£15,676	£0	£0	£0	£0	£50,583	£0	£0
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£0	£1,166	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,166	£0	£334
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£59,750	£0	£0	£0	£19,187	£42,962	£-40,000	£0	£0	£0	£0	£0	£0	£22,149	£59,750	£37,601
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£54,678	£0	£0	£3,450	£0	£0	£0	£8,850	£0	£0	£91,378	£-49,000	£0	£54,678	£0	£0
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£170	£-17,232	£1,779	£73	£0	£0	£0	£0	£0	£58,436	£59,401	£6,000
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£0	£-6,000	£12,500	£12,500	£5,000
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-3,000	£-3,000	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£874	£0	£926
393	EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£-30,022	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-30,022	£-30,022	£0	£42,889
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£0	£0	£0	£0	£0	£-661	£0	£0	£0	£0	£0	£0	£-661	£0	£2,321
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£-4,552	£0	£0	£0	£0	£0	£-4,552	£-331	£4,552
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
		£472,382	£43,145	£-25,462	£74,437	£42,423	£23,598	£-34,115	£7,282	£8,361	£0	£142,028	£-49,000	£37,000	£145,697	£99,298	£326,685

Approved transfers

PC321/231

PC329/23



Halls and Grounds Committee – 19th November 2024

11. Updates to Draft Budget 2025-26 – *for consideration*

Updates to note since committee budget approval: -

Halls and Grounds

- Updated 4285 Contractor - Hygiene Waste for JH/PP/HR with new contracted costs
- Updated 4277 Contractor – Water Monitoring for JH/PP/HR/CH with updated costs
- Removed Southern Footpath CIL expenditure due to S106 funding uncertainty. Funding of £25,815, likely to be £75,000 (clarification of funding to be confirmed with Internal Auditor).
- Southern Footpath – Maintenance, create EMR at end of 24/25 to fund expenditure in 25/26.
- Removed maintenance of tennis courts as EMR already set up and increase at end of 24/25.
- Removed maintenance of car parks as EMR already set up and increase at end of 24/25.
- Remove maintenance of fencing and create EMR at end of 24/25.
- Coronation hall renovations – create EMR at end of 24/25 to fund expenditure in 25/26.
- Remove Coronation Hall Internal/External decoration as renovations already budgeted for.
- HR Drainage to be funded by creation of EMR at end of 24/25 for expenditure in 25/26.
- Purchase of Pickup truck – create EMR at end of 24/25 to fund expenditure in 25/26.
- Allotment fencing – create EMR at end of 24/25 year to fund expenditure in 25/26.
- Updated 4274 Contractor – Waste Skip Hire for Groundsman Building due to email received advising price increase of 8%.

Committee	Revenue Income £	Revenue Expenditure £	Capital Income £	Capital Expenditure £	Net Expenditure £
Halls & Grounds	114,227	190,959	0	149,250	225,982

Recommendation: To approve the updates to the Halls and Grounds Committee's draft budget for 2025-26, as tabled by the Finance Manager.

Finance Manager 13.11.24



Halls and Grounds Committee – 19th November 2024

12. 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	Committees Officer notified 14.11.24 that this application has been successful and BWPC has been allocated £16,060 "To install Battery storage capacity to the existing Solar PV at Jubilee Hall to replace a diesel generator by providing off-grid resilience." See agenda item 29 for next steps.

Proposal: To note the above.

Committees Officer 14.11.24



Halls and Grounds Committee – 19th November 2024

13. Albany Road Play Area Project – *for information*

- Following the approval from the H&G meeting on October 15th, two 5mph signs have been purchased and are awaiting installation at the entrance to the track that leads down to the cricket ground.
- The picnic table and 2 benches have been purchased and are awaiting installation.



- Since the last meeting there was an issue with a gap that had developed in one of the platforms, created a potential hazard, as a result of a support leg not having been fixed to the platform correctly. The contractor was contacted, and remedial action was taken. A photo is included below.



Proposal : To note the above.

Project Manager
13.11.24



Halls and Grounds Committee – 19th November 2024

14. Recently Installed Safety Surfacing at Montague Road Play Area – *for information*

Following the appointment of a contractor to install a new area of safety surfacing at the Montague Road play area by Full Council in the meeting held on 8th October, the work was undertaken on 17th October.

The new area is the brown rubber mulch with the green leaf infills in the photograph to the right.



Proposal: To note the above.

Project Manager
13.11.24



Halls and Grounds Committee – 19th November 2024

15. 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.



- HCC have now approved our installation of one lectern being sited alongside the stairway entrance on the railway line that leads into Bosworth Gardens. Funding to purchase the lecterns is still outstanding.



Proposal: To note the above.

Project Manager 13.11.24



Halls and Grounds Committee – 19th November 2024

16. Traffic Calming Measures in Priory Park Car Park

– *for consideration*

The Halls and Grounds Committee considered correspondence received in relation to the recently installed speeds bumps in their August meeting, and the following was resolved.

HG108/24

Correspondence – Feedback regarding Priory Park Speed Bumps – for consideration

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

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

Action: Estate Manager

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

Action: All committee members

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

Proposed: Cllr Latham

Seconded: Cllr Pavey

All in favour

Action: Committees Officer

Since the August meeting, the height of the hedge at the entrance to the car park has been reduced to improve visibility of motorists and pathway users.

A total of six emails, one phone call, and one in-person comment, have now been received expressing negative feedback about the speed bumps at the car park entrance. This correspondence will be forwarded to members of the committee as a separate document.

Proposal:

- i) To consider the correspondence received and make recommendations accordingly.
- ii) To consider whether the speed warning signs at the park entrance should now include the speed limit of 5 m.p.h. (as with the Hoe Road Recreation Ground track & Albany Road Cricket Ground track) as shown above, at a cost of £81.39 (excluding VAT).



Project Manager/Committees Officer 13/11/24



Halls and Grounds Committee – 19th November 2024

17. Correspondence – Query Relating to Hoe Road Recreation Ground Football Pitch Charges – *for consideration*

The following email has been received from the regular hirer of the football pitches at Hoe Road Recreation Ground.

From: [REDACTED]
Sent: 16 October 2024 15:28
To: <admin@bishopswaltham-pc.gov.uk>
Subject: 11 v 11 pitch pricing structure

Hi [REDACTED],

Following on from [REDACTED] email re the price of the 11 v 11 pitch at Hoe Road, please can we query that, for consideration by the Halls & Grounds Committee?

Junior football starts using an 11 a side pitch at the age of U13. So these are 12 and 13 year olds playing on the 11 a-side pitch.

Before Hoe Road was available 2 weeks ago, we played a game at Boorley Park (Botley Parish Council). They have a price for adults using the 11v11 pitch and a price for youth teams using the 11v11 pitch. They charge around £70 per game for adults and £35 per game for juniors. So it's a considerable difference.

Following [REDACTED] email and given that it has always been our experience to have different 11 a-side pitch rates for adults vs juniors, I've just checked with both Fareham Borough Council and Winchester City Council, and they also both set their pitch hire rates depending on whether it's an adult game or a junior game.

Unfortunately, the subs we charge for junior sides, to keep the opportunities accessible, are never going to be able to sustain a £79 per game pitch hire fee (that's double the cost for an U13 game vs an U12 game).

Given that it is commonplace to charge different rates for adults and juniors, we'd really appreciate it if your Grounds and Halls Committee can reconsider your current fees structure, in order to make this pitch accessible for our junior teams.

I look forward to hearing from you.

Many thanks for your help,

[REDACTED]



Current Hire BWPC Fee Information (all fees include VAT)

Hoe Road Football Pitch Charges

Mini pitch 5v5 and 7v7	£17.00
Junior pitch 9v9	£40.00
Senior pitch (full size) 11v11	£79.00

Hoe Road Football Pitch Charges

Mini pitch 5v5 and 7v7	£17.00
Junior pitch 9v9	£40.00
Junior pitch 11v11	£40.00 (this pitch is very slightly smaller than full-size)
Senior pitch (full size) 11v11	£79.00

Following discussion regarding this matter with the Committee Chair, we would like to suggest the following:

For junior 11v11 teams to be charged £40 for the use of the full-size pitch. This is to be consistent with the charge being applied for these types of teams at Priory Park. When these teams book pitches at Priory Park, they use Pitch 2. Priory Park Pitch 2 is only very slightly smaller than full-size. There is no pitch the same size as Pitch 2 at the Hoe Road Recreation Ground.

Proposal: To consider the correspondence received and the recommendation tabled by the Finance Manager and Committees Officer.

Committees Officer 14.11.24



Halls and Grounds Committee – 19th November 2024

18. Play Park Inspection Report – *for consideration*

The annual inspections of the Parish Council's play areas were carried out on 4th November 2024. The reports will be sent to members of the committee as separate documents, below is a summary of the findings.

The overall ratings on all of our play areas are as follows:

- No medium or high risk items.
- All items reported are rated as having either a low or very low risk level (see table below).

Area	Number of low risk items	Number of very low risk items	Total
Blanchard Road Play Area	4	0	4
Churchill Avenue	10	0	10
Claylands Road Play Area	15	1	16
Hoe Road Rec. Play Area	9	1	10
Jubilee Hall Play Area	2	1	3
Montague Road Play Area	3	0	3
Oak Road Play Area	7	2	9
Priory Park MUGA	2	0	2
Priory Park Outdoor Gym	7	0	7
Priory Park Play Area	11	5	16
	70	10	80

Of the items listed for attention, many of actions can be completed by the grounds staff.

The action advised in response to several items is to monitor.

The Senior Groundsman will collate a list of items where a contractor will be required, and these will be reported to the Committee at a future meeting.

Proposal: To note the above.



Halls and Grounds Committee – 19th November 2024

19. Bishop's Waltham Rotary Family Fun Day 2025 Hire Request *– for consideration*

The Bishop's Waltham Rotary Club have contacted the office to request the use of the Hoe Road Recreation Ground, on Saturday 14th June 2025, for their annual Family Fun Day event. The event is expected to make use the same facilities as for the 2024 event, but this will be confirmed nearer the event. As in previous years access has been requested from the afternoon of Friday 7th June.

The Halls and Grounds Committee typically reviews the hire rates for Parish Council facilities in their January meeting, this is the point at which the fee for this annual hire is usually confirmed.

Proposal: **To confirm that Bishop's Waltham Rotary will be able to hire Hoe Road Recreation Ground for their event to be held on Saturday 14th June 2025.**

Committees Officer 14.11.24