



Bishop's Waltham Parish Council
A Meeting of the Finance, Policy and Resources Committee
will be held in the Ruby Room of The Jubilee Hall, Bishop's Waltham
on Tuesday 7th January 2025 at 7pm

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

Agenda

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

1. To receive and accept apologies for non-attendance.
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 3rd December 2024
6. Actions arising from the minutes of the meeting of 3rd December 2024 - *for information only*
7. Report from Finance Manager - *for information only*
8. Finance matters:
 - i) Payments Schedule – *to approve payments.*
 - ii) Bank Account Reconciliations Month 8 – *to note the review by the Chairman*
 - iii) Parish Council Balance Sheet – *to note current position*
 - iv) Income and Expenditure Forecast - *to note current position*
 - v) Ear Marked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Schedule of Policy Review 2025 – *for consideration*
11. Social Media Policy Review – Paper from the Community and Environment Committee – *for consideration*
12. Requests for future agenda items - *for information only*
13. Date of next meeting – 4th February 2025
14. Motion for confidential business: **The following motion will be moved on the completion of the above business:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**
15. Debtors' List - *for consideration*
16. Well House – *for consideration*
17. Land Purchase Request at Morley Drive – Update – *for consideration*
18. Contract for Office Photocopier/Printer – *for consideration*
19. Ratification of Expenditure to Install Outdoor Power Socket at Priory Park Skate Zone – *for ratification*
20. Hoe Road Recreation Ground Hire Fee for Junior Football Teams using Full-Size Pitch – *for approval*



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21. Replacement Benches for Hoe Road Tennis Courts – *for approval*
22. Priory Park Overflow Car Park Project Update – *for approval*
23. Jubilee Hall Gas Contract Quotations – *for consideration*
24. Quotations for Surfacing Under Jubilee Hall Youth Shelter – *for consideration*
25. Land Transfers – Update – *for consideration*
26. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
20th December 2024



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council Finance, Policy and Resources
Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham
on Tuesday 3rd December 2024 at 7pm.

Present:

Cllr Homer	
Cllr Jones	Chairman of the Committee
Cllr Marsh	
Cllr Pavey	Vice Chairman of the Committee
Cllr Stallard	

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR150/24 To receive and accept apologies for non-attendance

Cllr Nicholson – family commitments

Cllr Williams - indisposed

Resolved: To accept apologies for non-attendance

Proposed: Cllr Stallard

Seconded: Cllr Homer

All in favour

FPR151/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR152/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR153/24 Public Session

No members of the public present.

FPR154/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th November 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th November 2024

Proposed: Cllr Marsh

Seconded: Cllr Homer

All in favour who were present at the meeting of 5th November 2024

FPR155/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th November 2024

Noted.

Well House actions regarding a Business Hub or for WCC New Homes scheme noted as closed as property for sale.

Bowls Lease – in progress

Jubilee Hall heaters – purchased and received and therefore complete.

Policies to be reviewed in January in line with others due for such.

Staffing Sub-Committee to meet in early January to progress any outstanding actions.

- FPR156/24 Report from Finance Manager**
Noted.
£250 refund from Total Gas and Power transferred to the Halls and Grounds Committee budget for the new heaters recently purchased.
- FPR157/24 Finance matters:**
- i) Payments Schedule**
The back pay from the payroll increase was included in this report and it was noted that payments included those due to ex-employees.
Resolved: to approve the payments tabled to a total amount of £85,779.19
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- ii) Bank Account Reconciliation Month 7**
Resolved: to note the review of the Bank Account Reconciliations Month 6 by the Chairman.
Proposed: Cllr Stallard
Seconded: Cllr Jones
All in favour
- iii) Parish Council Balance Sheet**
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- iv) Income and Expenditure Forecast**
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour
- v) Ear Marked Reserves**
The related insurance cover for vehicles was confirmed.
The remaining balance following the works to install solar panels on the Jubilee Hall was noted and the plan had been to use this for battery storage units. However, a grant had been successfully awarded to cover battery storage units so the monies would be held for further decarbonisation plans.
- FPR158/24 Capital Control Report**
It was noted that additional IT equipment had been purchased for the new staff member which would be taken from the 4408 budget line.
The Halls and Grounds Committee were progressing works for the paving slabs at the entrance to the Jubilee Hall and also the Jubilee Hall intruder alarm.
The Planning and Highways Committee were noted as purchasing kissing gates and related furniture for footpath improvements as necessary.
- FPR159/24 Draft Parish Council Budget Setting and Precept 2025/26**
The Finance Manager presented the update to the budget setting report. The figures were all duly deliberated by Committee including statutory increases from central government.
Resolved: To approve the draft budget tabled and refer to Full Council for approval
Proposed: Cllr Jones
Seconded: Cllr Stallard
All in favour
- ACTION: Executive Officer**

- FPR160/24 Internal Auditor Report**
The report was carefully considered and thanks given to the Finance Manager in recognition of the Auditor's statement that the Council's 'has successfully maintained a robust system of financial control'. The one minor matter arising was explained by the Finance Manager and the response provided to the Auditor.
Resolved: To note the Internal Auditor report, approve the response from the Finance Manager to address the one minor matter arising and refer to the Full Council for formal approval.
Proposed: Cllr Pavey
Seconded: Cllr Homer
All in favour **ACTION: Executive Officer**
- FPR161/24 Requests for future agenda items**
 - Policies review
 - Hall Hire Rates
 - Change in Waste Regulations 31.3.25
- FPR162/24 Date of next meeting – Tuesday 7th January 2025**
Noted.
- FPR163/24 Motion for confidential business:** The Chairman then moved:
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.
- FPR164/24 Debtors' List**
Noted as all in hand.
- FPR165/24 Well House**
It was noted that further viewings had taken place in November but no offers of purchase as yet. The property was confirmed as Class E – retail/office space.
The Estates Manager had been opening the windows on occasion and also used a heater to keep the property at an ambient temperature for viewings.
Resolved: (To refer to Full Council for approval)
To retain sale price at £225,000.00 with overage, and review at next meeting
Proposed: Cllr Jones
Seconded: Cllr Homer
All in favour. **ACTION: Executive Officer / Cllr Jones**
- FPR166/24 SSE Grant and Quotations for Additional Battery Storage at the Jubilee Hall**
The quotations tabled were duly considered in line with the facility requirement and the grant award received. The good work of the installation of the solar panels was also noted in relation to this next stage of the project.
Resolved: To approach Cinergi to confirm the August quotation price is still valid and, if still in keeping with grant award, to recommend to Full Council the appointment of Cinergi as the contractor for the works to supply and install two Tesla Powerwall V2 with secure external caging at a price of £16,059.83 excluding VAT.
Proposed: Cllr Homer
Seconded: Cllr Marsh
All in favour. **ACTION: Executive Officer**
- FPR167/24 Staffing Matters**
An update was provided highlighting the high calibre of interviewees met on 15.11.24 and the consequent offer of the role.
i) **Interviews for Marketing, Communications and Events Manager**
Resolved:

- i) **To approve the appointment of Ms Anna Axworthy as Marketing, Communications and Events Manager to the Council with an initial two year contract and three month probationary period.**
 - ii) **To note her automatic enrolment into the Local Government Pension Scheme**
- ii) **Weekend Work**
 The written request was duly considered and support noted from the Halls and Grounds Committee Chairman and Executive Officer. The Committee confirmed the need to provide occasional cover for weekend duties when other staff were not available.
Resolved: To agree to the release of weekend tasks from the current Senior Groundsperson's duties, with a note that occasional cover will be provided when necessary.
- Both resolutions actioned:-**
Proposed: Cllr Marsh
Seconded: Cllr Stallard
All in favour **ACTION: Staffing Sub-Committee, Executive Officer & Estates Manager**
- iii) **Model Contract Updated**
 The Executive Officer made the Committee aware of an update from the National Association of Local Councils to the standard contract for employment. It was considered that the model contract should be adopted and a process of comparison undertaken before consultation with staff members.
Resolved: To review the old and new standard NALC contract of employment and return the matter to Committee in January with the aim for an April 2025 roll out to all staff if appropriate.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION: Staffing Sub-Committee & Executive Officer**
- iv) **Confidential Staffing Matter**
Resolved: To note the verbal update from the Extra-Ordinary Meeting of 26.11.24 and meeting with solicitor on 2.12.24 to progress matters.
Proposed: Cllr Jones
Seconded: Cllr Stallard
All in favour.
ACTION: To refer the matter to Full Council for consideration and ratification
ACTION: Staffing Sub-Committee, Executive Officer & FP&R Committee

There being no further business the meeting ended at 8:09pm.

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**Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 3.12.24**

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR216/22	Standing Orders Review	To clarify process of declaring interests and dispensations	May-23	EO	Awaiting new council year to ensure clear for all.
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR096/23, FPR186/23	Cricket Club	To recommend to PC lease extension with further updates required by working group & reps	Superseded by newer actions. Monitoring only.	EO	PC 12.9.23. - complete Meeting held 26.9.23 (JM,BN,RS with BWCC reps). Agenda item Jan 24 and March 24
FPR161/23, FPR174/23	Policies	i) To confirm policies approved ii) To update policies as suggested iii) To liaise with H&S consultant	Dec-23	EO (RS)	In progress. Updates received from H&S consultant Jan 24 for future agenda item.
FPR208/23	Land at Montague Road	To consult with local residents	Apr-24	EO/AO	In liaison with H&G
FPR240/23	Asset Register Review	To submit summary report	May-24	EJ/RS	
FPR241/23, FPR13/24	Cyber Security	i) To draft action plan to send to IT team ii) To draft Risk Assessment for FP&R	i) June 24 ii) Aug 24	RS / FM	Drafted May 24
FPR249/23	Well House	iv) To investigate property for New Homes v) To keep in mind 'Hot Desk hub' idea	Noted as superseded by new actions. Completed.	WG & EO	Change of EA made when contract ended 28.6.24
FPR249/23, FPR62/24	Bowls Club Lease	To monitor Bowls Club lease renewal	Jun-24	WG/AO/EO	Draft lease to be considered by FP&R. Agenda item August 24.
FPR267/23	Two New Policies	To draft new policies on menopause and flexible working	Jul-24	WG (KJ/RS) /EO	Meeting due
FPR275/23	OH Assessments	To organise OH Assessments	Jul-24	EO	In progress. One completed and referred to SSC.
FPR16/24	Bodycam Procedure	Update	Aug-24	EO	
FPR91/24	Land Acquisition	To continue with WG actions	Nov-24	WG	
FPR117/24	Jubilee Hall heating	i) To purchase 7 oil filled radiators ii) To investigate other heating options	i) Complete ii) Complete	Estates Manager and WG (AW/RL)	Referred to EM and H&G WG. One purchase on trial basis.
FPR142/24, FPR165/24	Well House	ii) To retain sale price and review	ii) Jan 25	EO	
FPR149/24 ii)	Staffing Matters	ii) advertise for full time position	ii) Jan 25	EO	
FPR159/24	Draft Budget and Precept	To refer to PC for approval	Complete	EO	
FPR160/24	Internal Auditor Report	To refer to PC for approval	Complete	EO	
FPR166/24	Battery Storage at JH	To check quote with Cinergi and refer to PC	Complete	CO/EO	Quotation price held
FPR167/24	Staffing Matters i)	Appointment of MCE Manager and enrolment into Pensions Scheme	Complete	EO/FM	
FPR167/24	Staffing Matters ii)	Release from weekend work approved - letter to be sent	Complete	EO	
FPR167/24	Staffing Matters iii)	Old and new model contract to be compared	Feb-25	SSC/EO	In progress
FPR167/24	Staffing Matters iv)	Confidential matter referred to PC	Complete	EO	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.1.25

⑦ Agenda Item – Report from Finance Manager - *for information only*

Budget Setting 2024/25

The budgets and precept request were approved at Decembers Parish Council. The Executive Officer has forwarded the precept request to Winchester City Council. Work will now begin to transfer the data into the Rialtas system.

Bank Interest

The Council received £3017.03 interest on reserves held with Unity Trust Bank in December.

CPI Rate

The CPI rate released in December was 2.6%. The rate was expected to be 2.2% and was the figure used for budget setting purposes. Product Fee (hire) charges for 25/26 will be calculated and forwarded to the Halls and Grounds Committee for consideration in their January meeting.

Community Infrastructure Levy Annual Reports

In line with the Parish Council Payments Regulation 62A, the South Downs National Park Annual Monitoring Return for 2023-24 and the Winchester City Council Annual Return for 2023-24 have both been completed, returned and posted to the website (Transparency Code 2015).

Finance Manager 02.01.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.1.25

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Agenda Item – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 8 – *to note the review by the Chairman*
- iii. Parish Council Balance Sheet – *to note current position*
- iv. Income and Expenditure Forecast – *to note current position*
- v. Ear Marked Reserves - *to note current position*

Finance Manager 2.1.25

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier A/C Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
1stKLAS	30/11/2024	21/12/2024	INV-211831	£324.00	£64.80	£388.80	4282	250	PP Cleaning Nov 24	Yes		BT	20.12.24	
1stKLAS	31/12/2024	21/01/2025	INV-211939	£216.00	£43.20	£259.20	4282	250	PP Cleaning Dec 24	Yes		BT		
ACELIFT	11/12/2024	31/12/2024	181802	£486.00	£97.20	£583.20	4274	280	GS Skip Exchange Dec 24	Yes		BT	31.12.24	
ALEXANDRA	04/12/2024	04/12/2024		-£0.01	£0.00	-£0.01	4141	100	Refund overpayment	Yes		BC	04.12.24	
AMAZON	04/12/2024	04/12/2024	6216	£28.32	£5.67	£33.99	4350	499	Spear & Jackson Loppers	Yes		BC		
AMAZON	08/12/2024	08/12/2024	22387	£43.53	£8.71	£52.24	4310	200	Danish Oil	Yes		BC		
APM	28/11/2024	28/12/2024	519619	£183.60	£36.72	£220.32	4310	200	Tools/Minor Items	Yes		BT	27.12.24	
APM	11/12/2024	14/01/2025	520277	£21.50	£4.30	£25.80	4310	200	Tools/Minor Items	Yes		BT		
AXWORTHY	17/12/2024	17/12/2024	AAEXPDEC24	£1.60	£0.00	£1.60	4025	100	Milk	Yes		BT	20.12.24	
B&OTRADE	12/12/2024	31/01/2025	2000917337	£15.00	£3.00	£18.00	4309	200	Scourer pads/Blue roll	Yes		BT		
BIFFAMUNICIPAL	22/12/2024	22/12/2024	514712482	£29.80	£5.96	£35.76	4275	260	JH Trade Waste 23/11-27/12/24	Yes		DD		
BIFFAMUNICIPAL	27/12/2024	26/01/2025	514714061	£25.80	£5.16	£30.96	4275	260	JH Trade Waste 28/12-24/01/25	Yes		DD		
BRIT GAS	04/12/2024	23/12/2024	802023248	£1,354.94	£270.98	£1,625.92	4344	260	JH Gas 02/11-01/12/24	Yes		DD		
BUSINESS STREAM	28/12/2024	13/01/2025	2767957/6751719	£331.86	£0.00	£331.86	4345	260	JH Water 25/09-24/12/24	Yes		DD		
BW LANDSCAPING	28/11/2024	28/11/2024	0100	£125.00	£0.00	£125.00	4270	170	South Pond Fallen Tree	Yes		BT	29.11.24	
BW ROTARY CLUB	17/12/2024	17/12/2024	14/06/2025	£30.00	£0.00	£30.00	4202	310	Carnival Stand 14/06/25	Yes		BT	20.12.24	
BWELECTRICAL	11/12/2024	18/12/2024	INV-2506	£490.50	£98.10	£588.60	4320	240	HR Electrical H&S Works	Yes		BT	18.12.24	
BWELECTRICAL	11/12/2024	18/12/2024	INV-2505	£275.00	£55.00	£330.00	4320	250	PP Electrical H&S Works	Yes		BT	18.12.24	
BWELECTRICAL	11/12/2024	18/12/2024	INV-2507	£150.00	£30.00	£180.00	4320	260	JH Electrical H&S Works	Yes		BT	18.12.24	
BWELECTRICAL	11/12/2024	18/12/2024	INV-2508	£693.45	£138.69	£832.14	Various	Various	PP Immersion/CH Lights/JH Fan	Yes		BT	18.12.24	
CVC	05/11/2024	05/11/2024	JH 1124	£240.00	£0.00	£240.00	4281	Various	Various Window Cleaning Nov 24	Yes		BT	29.11.24	
DIAMETRIC	13/12/2024	13/12/2024	123458	£428.00	£85.60	£513.60	4403	299	VotY Award Metal Signs	Yes		BT	13.12.24	
DIGI TOOLBOX	27/11/2024	27/11/2024	nov789533937	£670.47	£134.09	£804.56	4408	199	Dell Optiplex PC & Philips Monitor	Yes		BT	29.11.24	
DIGI TOOLBOX	10/12/2024	24/12/2024	7895607	£1,010.60	£202.12	£1,212.72	4044	100	IT/Telecoms Support/Service	Yes		DD	20.12.24	
ELLIOTS	04/12/2024	31/12/2024	519264735	£74.13	£14.83	£88.96	4312	200	Macadam Drive Repair	Yes		BT	31.12.24	
ENGIE GAS LTD	09/12/2024	23/12/2024	1-01508325	£307.26	£61.45	£368.71	4344	250	PP Gas 01/11-30/11/24	Yes		DD		
ESCURFACE	22/12/2024	22/12/2024	1357	£44,750.00	£8,950.00	£53,700.00	4450	299	PP CP Extension - Deposit	Yes		BT	31.12.24	EMR 377
FORWARD	01/12/2024	30/12/2024	9063	£40.00	£8.00	£48.00	4332	260	JH Security Dec 24	Yes		BT	31.12.24	
FORWARD	02/12/2024	30/12/2024	9076	£15,676.18	£3,135.24	£18,811.42	4390	299	PP CCTV Install	Yes		BT	31.12.24	EMR 374
FORWARD	02/12/2024	30/12/2024	9077	£1,390.00	£278.00	£1,668.00	4390	299	SP CCTV External Socket	Yes		BT	31.12.24	
FORWARD	16/12/2024	30/12/2024	9095	£73.00	£14.60	£87.60	4332	Various	HR/GS Security Dec 24	Yes		BT	31.12.24	
FORWARD	01/01/2024	30/12/2024	9096	£40.00	£8.00	£48.00	4332	250	PP Security Dec 24	Yes		BT	31.12.24	
FUELGEMIE	02/12/2024	16/12/2024	11116790	£379.85	£75.95	£455.80	Various	260	Fuel card charges Nov 24	Yes		DD	17.12.24	
HANITS CC	06/12/2024	31/12/2024	58307096	£151.98	£30.40	£182.38	4309	230	Cleaning supplies	Yes		BT	31.12.24	
HUMPHREY	27/11/2024	27/11/2024	INV3995	£145.00	£29.00	£174.00	4337	280	GS Replace Float Valve & Syphon	Yes		BT	29.11.24	
HUMPHREY	24/12/2024	24/12/2024	4762	£40.00	£8.00	£48.00	4273	100	Payroll Services - Dec 2024	Yes		SO		
IDVERDE	06/12/2024	05/01/2025	10928327	£1,571.57	£314.31	£1,885.88	4276	105	Dog Waste Bins Oct-Dec 24	Yes		BT		
INITIAL	21/10/2024	20/12/2024	35261058	£3,415.20	£683.04	£4,098.24	4285	Various	Hygiene Service 11/24-11/25	Yes		BT	20.12.24	
INITIAL	22/11/2024	20/12/2024	35294716	-£3,244.51	-£648.91	-£3,893.42	4285	Various	Hygiene Service 11/24-11/25	Yes		BT	20.12.24	
INITIAL	20/11/2024	20/12/2024	35292475	£922.78	£184.56	£1,107.34	4285	Various	Hygiene Contract End	Yes		BT	20.12.24	
INITIAL	03/12/2024	20/12/2024	35301154	-£170.69	-£34.14	-£204.83	4285	Various	Hygiene Service 11/24-11/25	Yes		BT	20.12.24	
Inter Account Transfer	13/12/2024		20496241	£12,500.00	£0.00	£12,500.00	N/A	N/A	Supplier Payments	Yes		IAT	13.12.24	
Inter Account Transfer	13/12/2024		20496238	-£12,500.00	£0.00	-£12,500.00	N/A	N/A	Supplier Payments	Yes		IAT	13.12.24	
Inter Account Transfer	20/12/2024		20496241	£6,200.00	£0.00	£6,200.00	N/A	N/A	Supplier payments	Yes		IAT	20.12.24	
Inter Account Transfer	20/12/2024		20496238	-£6,200.00	£0.00	-£6,200.00	N/A	N/A	Supplier payments	Yes		IAT	20.12.24	
Inter Account Transfer	27/12/2024		20496254	£18,811.42	£0.00	£18,811.42	N/A	N/A	EMR Supplier Payment			IAT	27.12.24	
Inter Account Transfer	27/12/2024		20496238	-£18,811.42	£0.00	-£18,811.42	N/A	N/A	EMR Supplier Payment			IAT	27.12.24	
Inter Account Transfer	30/12/2024		20496241	£32,000.00	£0.00	£32,000.00	N/A	N/A	Payroll Dec 24			IAT	30.12.24	
Inter Account Transfer	30/12/2024		20496238	-£32,000.00	£0.00	-£32,000.00	N/A	N/A	Payroll Dec 24			IAT	30.12.24	
JTCARPENTRY	17/12/2024	17/12/2024	INV-0906	£252.00	£50.40	£302.40	4422	299	JH Relay slabs to entrance	Yes		BT	20.12.24	
KM FENCING	04/12/2024	04/12/2024	11623	£495.00	£99.00	£594.00	4334	400	Install 1 x Kissing Gate	Yes		BT	13.12.24	
MCDONALD	21/11/2024	21/11/2024	53219	£1,500.00	£300.00	£1,800.00	4100	105	Employment Law Advice	Yes		BT	09.12.24	
MIC TREE CARE	20/11/2024	20/11/2024	0535	£500.00	£0.00	£500.00	4290	200	PP & Allotments Hedge Work	Yes		BT	29.11.24	
MCKENZIE	27/11/2024	27/11/2024	EMEXPNOV24	£50.00	£0.00	£50.00	4141	100	EM Eye Test	Yes		BT	29.11.24	
MCVEIGH PARKER	09/12/2024	31/01/2025	110135	£372.00	£74.40	£446.40	4350	499	2 x Self Closing Gates	Yes		BT		
NETWORK MERCHANTS	30/11/2024	30/12/2024	INV96641	£156.00	£31.20	£187.20	4150	261	JHCP Card Charges Nov 24	Yes		DD		
OCTOPUS ENERGY	10/12/2024	10/12/2024	KI-0468ADA2-0003	£110.45	£5.53	£115.98	Various	270	WH Gas & Electric 24/10-30/11/24	Yes		DD	10.12.24	In credit by £69.69
PAYROLL	31/12/2024	31/12/2024	N/A	£25,645.88	£0.00	£25,645.88	N/A	515	Basic Salary Payments - Dec 24	Yes		BT	31.12.24	

- ii) Bank Account Reconciliations Month 8
 - *to note the review by the Chairman.*

Date: 03/12/2024

Bishop's Waltham Parish Council

Page 1

Time: 12:07

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 9 - Barclaycard Commercial

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	30/11/2024		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			0.00
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 09/12/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 10/12/24

Date: 03/12/2024

Bishop's Waltham Parish Council

Page 1

Time: 12:10

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A&L 3 m fixed term deposit	30/11/2024		432,314.87
			<u>432,314.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			432,314.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			432,314.87
		Balance per Cash Book is :-	432,314.87
		Difference is :-	0.00

Signatory 1:

Name MARY NICHOLSON Signed [Signature] Date 09/12/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 09/12/24

Date: 03/12/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:57

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 11 - Unlty Current ****6238

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unlty Current 20496238	30/11/2024		15,145.08
			15,145.08
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			15,145.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			15,145.08
		Balance per Cash Book Is :-	15,145.08
		Difference Is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 09/12/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 09/12/24

Date: 03/12/2024

Bishop's Waltham Parish Council

Page 1

Time: 11:58

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 12 - Unity Savings ****6241

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496241	30/11/2024		204,046.11
			204,046.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			204,046.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			204,046.11
		Balance per Cash Book Is :-	204,046.11
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 09/12/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 09/12/24

Bank Reconciliation Statement as at 30/11/2024
for Cashbook 13 - Unity Savings ****6254

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496254	30/11/2024		207,315.63
			207,315.63
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			207,315.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			207,315.63
		Balance per Cash Book is :-	207,315.63
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 09/12/2024

Signatory 2:

Name H. FISHER Signed [Signature] Date 09/12/24

iii) Parish Council Balance Sheet

– *to note current position.*

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 20/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
99	Balancing Account	0	99,095	(99,095)
100	Debtors	(6,566)	0	(6,566)
105	VAT Control Account	5,417	0	5,417
219	A&L 3m Fixed Term Deposit A/c	432,315	0	432,315
221	Unity Current 20496238	15,145	0	15,145
222	Unity Savings 20496241	204,046	0	204,046
223	Unity Savings 20496254	207,316	0	207,316
Total Current Assets		857,673	99,095	758,578
<u>Current Liabilities</u>				
500	Creditors	13,797	0	13,797
565	Holding Deposits	2,523	0	2,523
Total Current Liabilities		16,320	0	16,320
Net Current Assets		841,353	99,095	742,258
Total Assets less Current Liabilities		841,353	99,095	
<u>Represented by :-</u>				
300	Current Year Fund	153,488	99,095	54,393
310	General Reserves	346,790	0	346,790
315	Montague Rd Play - S106/CIL	43	0	43
325	Play Area Equip Maint - CYF	4,744	0	4,744
330	Replace Tractor - CYF	33,500	0	33,500
336	EV Chargers	11,000	0	11,000
340	Replace Topper / Mower - CYF	23,500	0	23,500
341	Replace IT Equipment	2,078	0	2,078
350	Bldings Replace / Refurb - CYF	85,000	0	85,000
355	Tennis Court Maintenance - CYF	11,100	0	11,100
360	Replace Bus Shelters - CYF	10,000	0	10,000
370	CCTV Hoe Rd - CYF	3,152	0	3,152
373	South F'path - CIL/WCIL/S106	(25,208)	0	(25,208)
374	Replace Skate Park - CIL/WCIL	15,676	0	15,676
375	Floor Polisher - CYF	334	0	334
376	Solar Panels JH - CIL/WCIL	37,601	0	37,601
377	Extend Parking PP - CIL	42,378	0	42,378
378	Albany Road Play - S106/OSF	966	0	966
379	Building Maintenance - CYF	18,500	0	18,500
380	Name Sign JH - CYF	5,000	0	5,000
390	Stackable Chairs JH - CYF	926	0	926
393	WCC CIL Receipts 2021-22	5,011	0	5,011
394	WCC CIL Receipts 2022-23	3,062	0	3,062
395	WCC CIL Receipts 2023-24	42,889	0	42,889
396	SDNP CIL Receipts 2021-22	481	0	481
397	SDNP CIL Receipts 2022-23	2,471	0	2,471
398	SDNP CIL Receipts 2023-24	2,321	0	2,321
400	SDNP CIL Receipts 2024-25	4,552	0	4,552
Total Equity		841,353	99,095	742,258

iv) Income and Expenditure Forecast

– *to note current position.*

Total Parish Council

Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	Change	Material Variance Reason (over 25% or £2000)
Finance, Policy and Resources Committee																	
Total Income	£2,377	£5,015	£4,321	£348	£5,693	£4,068	£1,145	£6,207	£3,750	£1,250	£5,772	£3,240	£43,186	£20,798	£22,388		108% Bank Interest
Total Expenditure	£35,136	£32,866	£26,852	£34,980	£33,077	£29,219	£33,846	£59,879	£33,883	£41,156	£35,879	£39,057	£434,830	£425,222	£9,608	2%	
Total Net Revenue Expenditure	£32,759	£27,851	£22,531	£34,632	£27,384	£25,151	£31,701	£53,672	£30,133	£39,906	£30,107	£35,817	£391,644	£404,424	£12,780	3%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£1,514	£1,500	£14	1%	
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£1,514	£1,500	£14	1%	
Total Net Committee Expenditure	£32,759	£28,195	£22,531	£34,632	£27,384	£25,151	£31,701	£54,342	£30,133	£39,906	£30,107	£36,317	£393,158	£405,924	£12,766	3%	
Halls and Grounds Committee																	
Total Income	£17,184	£3,156	£7,959	£9,281	£5,627	£8,921	£12,044	£8,737	£11,900	£7,989	£5,831	£5,341	£103,950	£89,788	£14,162		16% Hire increases & WCC Open Space Fund
Total Expenditure	£8,286	£15,844	£7,940	£20,812	£10,399	£9,661	£16,345	£10,787	£13,701	£12,436	£14,116	£21,205	£161,532	£183,091	£21,560	12%	
Total Net Revenue Expenditure	£8,878	£12,688	£-19	£11,531	£4,772	£740	£4,301	£2,050	£1,801	£4,447	£8,285	£15,864	£57,582	£93,303	£35,722	38%	
Total Capital Income	£0	£0	£0	£0	£19,504	£40,133	£0	£250	£0	£74,110	£0	£49,000	£182,997	£58,797	£124,200		211% Additional funding unbudgeted
Total Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£43,102	£8,093	£11,936	£352	£61,816	£95,570	£40,875	£0	£427,235	£242,448	£184,787		76% Additional expenditure from funding unbudgeted
Total Net Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£23,598	£-32,040	£11,936	£102	£51,816	£21,460	£40,875	£-49,000	£244,238	£183,651	£60,587	33%	As above
Total Net Committee Expenditure	£34,663	£17,248	£74,948	£53,954	£28,370	£-31,300	£16,237	£2,152	£63,617	£25,907	£49,160	£-33,137	£301,820	£276,954	£24,866	9%	As above
Community & Environment Committee																	
Total Income	£1,000	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£1,100	£100	£1,000		1000% Grant awarded unbudgeted
Total Expenditure	£35	£5,504	£610	£2,426	£21	£472	£1,134	£3,479	£315	£50	£719	£2,590	£17,365	£23,395	£6,030	25%	
Total Net Revenue Expenditure	£-965	£5,504	£610	£2,426	£21	£472	£1,034	£3,479	£315	£50	£719	£2,590	£16,265	£23,295	£7,030	30%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£141	£0	£0	£0	£141	£0	£141		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£0	£0	£0	£210	£500	£500	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£-141	£0	£0	£210	£359	£500	£-141	28%	
Total Net Committee Expenditure	£-965	£5,504	£610	£2,426	£21	£526	£1,034	£3,715	£174	£50	£719	£2,800	£16,624	£23,795	£7,171	30%	
Planning & Highways Committee																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£0	£495	£150	£0	£0	£2,870	£2,300	£570		25% Replace kissing gate
Total Net Revenue Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£0	£495	£150	£0	£0	£2,870	£2,300	£570	25%	
Total Capital Income	£600	£0	£0	£0	£0	£5,000	£0	£0	£500	£0	£0	£0	£6,100	£500	£5,600		1120% Grant awarded
Total Capital Expenditure	£0	£484	£0	£0	£463	£420	£2,866	£0	£925	£0	£0	£1,000	£6,058	£2,000	£4,058		203% Grant expenditure/self closing gates
Total Net Capital Expenditure	£-600	£484	£0	£0	£463	£-4,580	£2,866	£0	£325	£0	£0	£1,000	£-42	£1,500	£-1,542	103%	As above
Total Net Committee Expenditure	£-600	£484	£0	£990	£463	£-3,345	£2,866	£0	£820	£150	£0	£1,000	£2,828	£3,800	£-972	26%	As above
Joint Managed Services																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£9,000	£0	£0	£0	£0	£9,000	£12,000	£3,000	25%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£9,000	£0	£0	£0	£0	£9,000	£12,000	£3,000	25%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Committee Expenditure	£0	£0	£0	£0	£0	£0	£0	£9,000	£0	£0	£0	£0	£9,000	£12,000	£3,000	25%	
Funding																	
Total Income	£296,411	£0	£0	£0	£0	£296,411	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£0		0%
Total Expenditure	£-296,411	£0	£0	£0	£0	£-296,411	£0	£0	£0	£0	£0	£0	£-592,822	£-592,822	£0		Unbudgeted
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		0%
Total Capital Income	£661	£30,022	£0	£0	£0	£0	£4,552	£0	£0	£0	£0	£0	£35,235	£30,353	£4,882		16% CL Receipts
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Capital Expenditure	£-661	£-30,022	£0	£0	£0	£0	£-4,552	£0	£0	£0	£0	£0	£-35,235	£-30,353	£4,882	16%	As above

Total Net Committee Expenditure		-£297,072	-£30,022	£0	£0	£0	-£296,411	-£4,552	£0	£0	£0	£0	£0	-£628,057	-£625,175	-£2,882	0%
Total Net Committee Expenditures																	
Total Income		£318,212	£38,192	£12,278	£9,627	£30,845	£354,533	£17,838	£15,191	£16,291	£83,349	£11,603	£57,581	£965,541	£793,158	£172,383	22% As above
Total Expenditure		£86,997	£59,599	£110,365	£101,627	£87,060	£48,373	£65,154	£63,452	£111,035	£145,372	£91,589	£64,562	£1,059,785	£992,456	£167,329	19% As above
Total Net Revenue Expenditure		-£231,214	£21,406	£98,087	£92,000	£56,216	-£805,560	£47,316	£68,261	£94,744	£66,023	£79,986	£6,981	£94,245	£99,298	-£5,053	5%
EMR Movements																	
Total Income/Expenditure		£43,145	-£25,462	£74,437	£42,423	£23,598	-£34,115	£7,282	£0	£60,426	£16,460	£40,875	-£136,000	£113,069	£99,298	£0	
Current Year Fund		-£274,369	£46,868	£23,650	£49,577	£32,618	-£271,445	£40,034	£68,261	£34,318	£45,563	£39,111	£142,981	-£18,824			
		£231,214	£209,808	£111,721	£19,721	-£36,495	£269,065	£221,749	£153,488	£58,744	-£7,279	-£87,265	-£94,245				CYF-TME
General Reserves		£258,628	£233,165	£307,602	£350,025	£373,623	£339,508	£346,790	£346,790	£407,216	£423,676	£464,551	£328,551				GR+EMR
General Reserves Position		489,842	442,973	419,323	369,746	337,128	608,573	568,539	500,278	465,960	416,397	377,287	234,306				GR+CYF
Months		10	9	8	7	7	12	12	10	9	8	8	5				
Total Reserves (Bank)		919,079	897,673	799,585	707,585	651,370	956,929	909,614	841,353	746,609	680,586	600,601	593,620				MH -+TME

v) Ear Marked Reserves – *to note current position*

Ear Marked Reserves
2024-2025

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual Mar Total Year	Budget Total Year	Closing Balance
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£548	£0	£0	£0	£0	£0	£0	£2,911	£0	£0	£0	£0	£0	£0	£42
316	EMR - Albany Road SINC Maint - S106	£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
318	EMR - Coronation Hall Renovations - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
320	EMR - Replace Pick up Truck - CIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,744
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£11,000
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,350
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
350	EMR - Bldgs Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£17,545	£0	£0	£0	£72,455
352	EMR - Sale of Community Asset	£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
354	EMR - Fencing Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£0	£0	£14,100
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
358	EMR - Southern Footpath Maintenance	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
359	EMR - HR Drainage	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,000
370	EMR - CCTV (HR) - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
373	EMR - Southern Footpath - WCIL/S106	£9,063	£0	£10,000	£0	£6,006	£140	£0	£0	£0	£0	£0	£0	£0	£0	£3,152
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£10,000	£15,298	£17,060	£0	£0	£0	£0	£15,676	£0	£0	£0	£0	£48,901
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£0	£1,166	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Solar Panels on Roof (JH) - CIL/WCIL	£59,750	£0	£0	£0	£19,187	£42,962	£0	£0	£0	£0	£0	£0	£0	£0	£334
377	EMR - Extend Parking (PP) - CIL/WCC REFF	£54,678	£0	£0	£3,450	£0	£0	£0	£8,850	£0	£0	£0	£0	£0	£0	£37,601
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£170	£17,232	£1,779	£73	£0	£44,750	£22,375	£22,375	£0	£0	£1,878
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£18,500	£0	£59,401	£965
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,000
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000
390	EMR - Stackable Chairs (JH) - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000
393	EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£926
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£42,889
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,321
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4,552
		£472,382	£43,145	£25,462	£74,437	£42,423	£23,596	£34,115	£7,282	£0	£60,426	£16,460	£40,875	£113,069	£99,298	£359,313

Approved transfers
PC321/23i
PC347/23



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

7.1.25

9

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

Capital Control Report 2024-2025 (Month 8).

Finance Manager
2.1.25

Bishop's Waltham Parish Council
Capital Projects Control 2024-25 Budget
Month 8

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
F, P & R Committee Income	1089	Income - Asset Disposals	Not expected	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	Oct/Mar	500	0	500	0	0	
	4408	Replace IT Equipment	Apr/Sep	1,000	0	1,000	1,014	0	Monitors/headset/camera/PC
Expenditure		Total Gross Committee Expenditures		1,500	0	1,500	1,014	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		1,500	0	1,500	1,014	0	
H&G Committee Income	1079	Income - Compensation	Dec	0	0	0	250	0	Total Gas and Power - fund Minor Assets (Heaters)
	1089	Income - Asset Disposals	Not expected	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	40,000	0	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Jan	0	0	0	0	74,110	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Aug	18,797	18,797	0	19,637	0	EMR 315 Montague Rd/378 Albany Rd
	1400	WCC Rural England PF	Feb	0	0	0	0	49,000	EMR 377 Extend Parking PP
		Total Gross Committee Income		58,797	58,797	0	59,637	123,110	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		0	0	0	0	0	
		EMR 373	Oct	2,500	0	2,500	2,793	0	Bins/Ladder/Blower Kiti/Tennis net/Goals/A2 Board/Heaters
Expenditure	4364	Southern Footpath/Cycleway	Jul/Aug	0	0	0	6,146	0	EMR 330
	4365	Replace Tractor	Jan	0	0	0	0	33,500	EMR 340
	4368	Replace Topper/Mower	Jan	0	0	0	0	17,150	EMR
	4386	Floor Polisher PP	-	0	0	0	1,166	0	EMR 374
	4390	Replace Skate Park	Apr/Jul/Dec	0	0	0	60,205	15,676	EMR 376
	4393	Solar Panels On Roof (JH)	Jul/Aug	99,750	99,750	0	62,149	0	EMR 355
	4415	Tennis Court Maintenance	Sep	6,000	6,000	0	4,900	0	EMR 351
	4417	Upgrade Intruder Alarm (JH)	Jan	2,500	0	2,500	0	2,500	EMR 336
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	3,311	0	EMR 315
	4422	Replace Paving Stones	Jan	2,500	0	2,500	0	2,500	EMR 377
	4423	EV Chargers	Not expected	11,000	11,000	0	0	0	EMR 390
	4432	Montague Rd Play Areas	Oct	0	0	0	2,911	0	EMR 350 Architect costs
	4450	Extend Parking (PP)	Oct/Jan	0	0	0	8,850	89,500	EMR 379
	4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 378
	4485	Replace Clubhouse Priory Park	-	0	0	0	0	17,545	
	4487	Building Maintenance	Feb	18,500	18,500	0	0	18,500	
		Albany Road Play Park	May-Oct	78,198	78,198	0	75,668	0	
	4500	Total Gross Committee Expenditures		220,948	213,448	7,500	228,973	196,871	
		EMR Movements		154,651	154,651	0	166,543	68,761	
		Total Net Committee Expenditures		7,500	0	7,500	2,793	5,000	
C & E Committee Income	1085	Non PC Recharge		0	0	0	0	141	HSE Donation for crowd barriers
		Total Gross Committee Income		0	0	0	0	141	
		EMR 378		0	0	0	0	0	
Expenditure	4350	Minor Assets	Oct/Mar	500	0	500	54	236	Laminated cheque/tablecloth/table runner/crowd barriers
		Total Gross Committee Expenditures		500	0	500	54	236	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		500	0	500	54	95	

P. & H Committee

Income

1302	Grant - Stiles / Kissing Gates	Oct	500	500	0
1331	Grant - HCC SID	Oct	0	0	5,000
1338	Grant - HCC CAPDP Fpaph Tools	Dec	0	0	0
	Total Gross Committee Income		500	500	5,500

Expenditure

	Oct/Mar	500	0	500	0	3,749	0	825
4350 Minor Assets								
4375 Speed Indicator Device								
4403 Street Furniture	Oct	1,000	0	1,000	0	0	0	0
4404 Stiles / Kissing Gates	Oct	500	0	500	0	484	0	0
Total Gross Committee Expenditures		2,000	0	2,000	0	4,233	825	

2 x Self closing gates/Footpath Power Tools

EMR Movements	0	0	0	0
Total Net Committee Expenditures	1,500	0	1,500	(1,367)
				825

Total Parish Council

Total Parish Council Income	59,297	58,797	500	65,237	123,251
Total Parish Council Expenditures	224,948	213,448	11,500	234,274	197,932
Total EMR Movements	154,651	154,651	0	166,543	68,761
Total Net Parish Council Expenditures	835,307	516,807	23,000	2,494	5,920



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.1.25

10 Schedule of Policy Review 2025 – for consideration

Committee are due to review policies with particular regard to those listed below.

- Overtime and TOIL
- Grievance
- Disciplinary (to include Personal Improvement Plans)
- Dignity at Work/ Bullying & Harassment
- Appraisal and Performance Management
- Sickness Absence
- Flexible Working
- Working from Home
- Stress at Work
- Occupational Health
- Training
- DSE (display screen equipment)
- Menopause
- Sexual Harassment Policy and Risk Assessment

A complete list of BWPC Policies is on the document attached.

It is recommended that a working group is appointed to review HR policies and bring drafts for approval to the next Committee meeting.

The other policies also need reviewing for renewal or updating.

Suggested schedule

14 HR policies – considered January 2025 – draft to FP&R February/March 2025

Other 41 policies (with priority to H&S policies) – considered March/April 2025 – draft to FP&R March/April/May 2025

Aim to all to be finalised by May 2025 (new Council year)

Proposal: To consider the schedule of policies review for 2025 and appoint a working group to progress this review.

Executive Officer
2.1.25

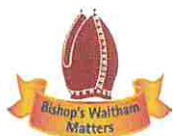


Bishop's Waltham Parish Council

List of Policies as of January 2025

1	Accident Reporting	
2	Appraisals	To Include Performance Management
3	Asset Register	
4	Budget Over/Underspend	
5	Business Continuity	
6	CCTV	
7	Communications with the Press and Public	
8	Community Engagement	
9	Control of Contractors	
10	COSHH	
11	Councillors' Expenses	
12	Dealing with Unreasonable Behaviour	
13	Deed of Access	
14	Dignity at work/Bullying & Harassment	
15	Disciplinary	To include Personal Improvement Plans
16	DSE (display screen equipment)	
17	Environment & Climate Change	
18	Equality	
19	Fire Safety	
20	First Aid at Work	
21	Flag Flying	
22	Flexible Working	
23	Freedom of Information	
24	Grants	
25	Grievance	
26	H&S Management	
27	H&S Policies & Procedures/Arrangements	
28	Investment Strategy	
29	Land Acquisition and Disposal Policy	
30	Lone Worker	
31	Manual Handling	
32	Memorial Tree and Bench Policy	
33	Menopause	
34	Noise	
35	Occupational Health	
36	Overtime and TOIL	
37	Participatory Budgeting	
38	Pension	
39	Protocol for Reporting at Meetings	
40	Project Procurement	
41	Privacy Policy and Notice (inc GDPR)	
42	Risk Assessment and Procurement	
43	Risk Assessment and Procedure	
44	Safe Use of Equipment	
45	Sexual Harassment Policy and Risk Assessment	
46	Sickness Absence	
47	Special Events	
48	Social Media	

49	Staff Hire Charges	
50	Staff Recruitment	
51	Street Naming	
52	Stress at Work	
53	Training	
54	Transport	
55	Working From Home	



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

7.01.25

11

Agenda Item – Social Media Policy Review - *for consideration*

The Council's Social Media's Policy is due for review and, as requested by the Executive Officer, the Community and Environment Committee undertook a review of the policy document. The policy document is included overleaf, and includes suggested changes, shown in blue, as approved by the Community and Environment Committee in their meeting that took place on 25th November 2024.

It is noted that the recently appointed Marketing, Communications and Events Manager is likely to review and make modifications to the policy when practicable. However, by approving the tabled document overleaf, the Council will comply with its policy of reviewing its policies every three years as a minimum.

Proposal

To review the tabled proposed changes and to determine whether to approve the updated document for adoption.

Committees Officer 02.01.25



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 any 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 and volunteers 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 Below are some standard replies to serve as examples of appropriate responses 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 had not 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.

- When using social media, Councillors must need to consider 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 for 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 form 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 of 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	