



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 4th February 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 7th January 2025
6. Actions arising from the minutes of the meeting of 7th January 2025 - *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 9 – *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. Reinvestment of Funds – *for approval*
11. Policy Review - Update – *for consideration*
12. Financial Regulations and Financial Risk Assessment – Review – Appointment of Working Group – *for consideration*
13. Parish Council Halls and Grounds Hire Rates (Product Fee Increases) 2025/26 – *for consideration*
14. Requests for future agenda items - *for information only*
15. Date of next meeting – 4th March 2025
16. 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.**
17. Debtors' List - *for consideration*
18. Well House – *for consideration*
19. Land Transfers – Update – *for consideration*
20. Quotations for Water Monitoring Contract – *for approval*



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21. Report from Meeting with the Scouts Regarding Potential Building Project – *for information*
22. Quotations for Food Waste Contract for the Jubilee Hall – *for consideration*
23. Quotations for Topographical Survey for Priory Park – *for consideration*
24. Quotations for Brushcutter/Trimmer Course – *for approval*
25. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
28th January 2025



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 7th January 2025 at 7pm.

Present:

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

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

- FPR168/24 To receive and accept apologies for non-attendance**
None. All present.
- FPR169/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR170/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR171/24 Public Session**
No members of the public present.
- FPR172/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd December 2024**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd December 2024
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour who were present at the meeting of 3rd December 2024
- FPR173/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd December 2024**
Noted.
Cllr Latham to join the Leases working group – official appointment to be a future agenda item.
- FPR174/24 Report from Finance Manager**
Noted.
- FPR175/24 Finance matters:**
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £132,552.79
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

ii) Bank Account Reconciliation Month 8

Resolved: to note the review of the Bank Account Reconciliations Month 8 by the Chairman.

Proposed: Cllr Pavey

Seconded: Cllr Stallard

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Homer

All in favour

v) Ear Marked Reserves

Noted. The Finance Manager has highlighted monies remaining after project completion to be considered for reallocation at the end of the financial year. Committee to review in March meeting.

FPR176/24

Capital Control Report

Noted.

FPR177/24

Schedule of Policy Review 2025

Resolved: To approve the schedule tabled and appoint the working group as Cllr Jones, Cllr Pavey and Cllr Stallard, with the Executive Officer

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: Set meeting dates for policy review and draft preparation ACTION: Executive Officer

FPR178/24

Social Media Policy Review

Noting the formal review due in line with the proposals from the Marketing, Communications and Events Manager, these minor changes should be adopted ahead of further updates.

Resolved: To adopt the minor changes as tabled, noting the formal review due in line with the Marketing, Communications and Events Manager.

Proposed: Cllr Pavey

Seconded: Cllr Homer

All in favour

ACTION: To update the Social Media Policy and circulate. ACTION: Executive Officer

FPR179/24

Requests for future agenda items

- Hall Hire Rates
- Reinvestment of Funds

FPR180/24

Date of next meeting – Tuesday 4th February 2025

Noted. The Executive Officer gave apologies for non-attendance at this meeting.

FPR181/24

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.

FPR182/24

Debtors' List

Noted.

- FPR183/24 Well House**
 It was noted that no further viewings had taken place since early December and no offers made to the Estate Agency. The Chairman recommended, in light of increasing running costs on the property, to reduce the sale price. A discussion was held on options that could be considered for the property but the focus was on the reasoning for the sale being to use the funding for the update of Priory Park Clubhouse and that was still a priority. Consideration for an overage on the property was given to ensure the potential value of the sale was appreciated.
Resolved: (To refer to Full Council for approval)
To reduce the sale price to offers 'in excess of £200,000.00'
Proposed: Cllr Jones
Seconded: Cllr Marsh
6 in favour, 1 abstention. **ACTION: Executive Officer / Cllr Jones**
- FPR184/24 Land Purchase Request at Morley Drive – Update**
 The Committee carefully deliberated the second valuation gathered and the policy in place. It was decided to refer the matter to Full Council and inform the residents of the two valuations.
Resolved: To refer the matter of valuation of the land at Morley Drive to Full Council.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour. **ACTION: Executive Officer**
- FPR185/24 Contract for Office Photocopier/Printer**
 The quotations tabled were duly considered.
Resolved: To approve the Ricoh IMC4510 machine on a three-year contract at a cost of £125.66 quarterly(excluding VAT) (total cost over the contract period is £1507.92 excluding VAT)
Proposed: Cllr Jones
Seconded: Cllr Homer
All in favour **ACTION: Executive Officer**
- FPR186/24 Ratification of Expenditure to Install Outdoor Power Socket at Priory Park Skate Zone**
 The explanation of spend from the Halls and Grounds Committee was duly noted.
Resolved: To ratify the spend of £1,390.00 (excluding VAT) to Forward Control UK for the installation of an external power socket at the Priory Park Skate Zone.
Proposed: Cllr Pavey
Seconded: Cllr Jones
All in favour **ACTION: Executive Officer**
- FPR187/24 Hoe Road Recreation Ground Hire Fee for Junior Football Teams using Full-Size Pitch**
Resolved: To approve the new hire rate of £40 for Junior Football Teams for use of the full-size pitch at Hoe Road Recreation Ground, in line with the charge for Pitch 2 at Priory Park.
Proposed: Cllr Jones
Seconded: Cllr Pavey
All in favour **ACTION: Executive Officer**
- FPR188/24 Replacement Benches for Hoe Road Tennis Courts**
 The recommendation from the Halls and Grounds Committee was duly noted but it was considered that budget was available for larger benches at an overall better value.
Resolved: To approve the cost of two DCWPolymer Torbay Leisure Benches at a price of £245 each (excluding VAT and delivery) and refer to Full Council.
Proposed: Cllr Stallard
Seconded: Cllr Jones
All in favour **ACTION: Executive Officer**
- FPR189/24 Priory Park Overflow Car Park Project Update**
 The car park works had commenced on 6th January 2025 and good progress was being made. All queries raised had been addressed by the contractor. The question of the access point was discussed and it was deliberated as to whether a gate or barrier was required, or to leave it open.

Resolved:

- i) To approve the updated quotation tabled from ESC Surfacing at a cost of £89,500.00 (excluding VAT).**
- ii) To approve the schedule of payments requested by the contractor as tabled**
- iii) To refer the options of a barrier access to the overflow car park to Full Council**

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

FPR190/24

Jubilee Hall Gas Contract Quotations

The recommendation from the Halls and Grounds Committee was duly considered. It was noted that the price changed daily so an accurate figure could only be confirmed when the contract was signed.

Resolved: To sign a contract with EDF Energy for a one-year gas contract for the Jubilee Hall with a price to be confirmed 8.1.25 and to be ratified by Full Council on 14.1.25

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

ACTION: To sign contract and refer to Full Council ACTION: Exec Officer and Office Managers

FPR191/24

Quotations for Surfacing Under Jubilee Hall Youth Shelter

The recommendation from the Halls and Grounds Committee was duly considered.

Resolved: To recommend to Full Council the appointment of Infinity Playgrounds Ltd to install an Agriflex surface under the Jubilee Hall youth shelter at a cost of £2,183.20 (excluding VAT).

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

FPR192/24

Land Transfers – Update

The update on the progress of the land transfers of, firstly, Bishop's Meadow open space and, secondly, Albany Wood open space and SINC were noted. Support was given for actions by the solicitor and WCC representatives in these matters.

FPR193/24

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) Model Contract

The comparison was ongoing in preparation for consideration at the March meeting.

ii) Permanent Full Time Groundsperson Position

The temporary position was proving very successful and the move to a permanent position agreed to. The role would be advertised locally for one week using the approved job description tabled at salary scale point 3 for 37 hours per week.

Resolved: To advertise for a permanent groundsperson position at SP3 for 37 hours per week

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour

ACTION: Staffing Sub-Committee & Executive Officer

iii) Confidential Staffing Matter

Cllr Nicholson and the Executive Officer provided updates on the matter.

Resolved: i) To note the update from the Council Chairman and Executive Officer

ii) To note the lack of response to the Settlement Offer via the Solicitor

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour.

ACTION: To refer the matter to Full Council for information

ACTION: Staffing Sub-Committee, Executive Officer & FP&R Committee

iv) Staffing Sub-Committee Meetings

The Committee Chairman and Executive Officer agreed to set a schedule of dates for early 2025 for the SSC (Cllr Jones, Cllr Nicholson, Cllr Marsh).

ACTION: To set a schedule of SSC meetings for early 2025.

ACTION: Cllr Jones/Exec Officer

There being no further business the meeting ended at 8:33pm.

**Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 7.1.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR218/22	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	01/12/2023 Superseded by newer actions.	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. Correspondence to progress Jan 25.
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	
FPR142/24, FPR165/24	Well House	i) To retain sale price and review	i) Jan 25	EO	
FPR149/24 iii) FPR193/24	Staffing Matters	ii) advertise for full time position	Complete	EO	Pending PC14.1.25
FPR167/24	Staffing Matters iii)	Old and new model contract to be compared	Feb-25	SSC/EO	In progress
FPR177/24	Policy Review 2025	To set meeting dates	Complete	EO/WG	13.1.25
FPR183/24	Well House	To refer to PC - reduce price	Complete	EO	PC14.1.25
FPR184/24	Morley Drive Land	To refer to PC - valuations To write letter to residents	Feb-25	EO	PC14.1.25
FPR185/24	Photocopier Contract	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR186/24	Outdoor Power Socket	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR187/24	HR Junior Football Hire	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR188/24	Tennis Court Benches	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR189/24	PP Overflow Car Park	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR190/24	JH Gas Contract	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR191/24	JH Youth Shelter Surfacing	To refer to PC for ratification	Complete	EO	PC14.1.25
FPR193/24	Staffing Matters iii)	Confidential matter referred to PC	Complete	EO	PC14.1.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

4.2.25

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

VAT Return

The quarterly VAT return for the period October to December is complete and has resulted in a net VAT reclaim of £27,047.77.

October to December Quarterly Transparency Information

The quarterly Transparency information has been published on the website as required.

Funding Received

We have received the SSEN Grant funds of £16,060.00 for The Jubilee Hall solar batteries and the £49,000 WCC Rural England funding for the Priory Park Car Park extension project.

Transfers from 2024/25 Budget to EMR 2025/26

I am working on which budget lines need to be transferred to Ear Marked Reserves at year end and will bring these for approval next month.

PWLB Loan

The second of this years Public Works Loan Board loan payments for the Jubilee Hall Car Park extension has been made. Total payment for 2024/25 was £11,284.98. The remaining term is 6 years.

Procurement Act 2023

Comes into effect from 24th February 2025

For a contract for the supply of goods, services or works where the **estimated value** will **exceed the thresholds** set by Parliament

Works (construction)	£5,372,609 (inc VAT) threshold
Goods or services (full term of contract)	£214,904 (inc VAT) threshold

[Procurement Act 2023](#)

[Procurement Act 2023 - Guidance documents - GOV.UK](#)

The act does not include:-

- Purchase of land or buildings
- Legal representation
- Contracts between two public bodies
- Investments
- Employment
- Public transport

A new 'Central Digital Platform (CPD)' will be introduced as an enhancement to the Contracts Finder/Find a Tender service.

Introducing the new name for the Joint Panel on Accountability and Governance

The Joint Panel on Accountability and Governance (JPAG) has rebranded to better reflect its mission. The [Smaller Authorities Proper Practices Panel](#) (SAPPP) is a new name that focuses on supporting smaller authorities and drainage boards in maintaining good governance and accurate accounting. Why the change? SAPPP is committed to helping

smaller authorities prepare their AGAR and meet their reporting requirements. The new name clarifies that mission while also aiming to raise awareness of the vital work the Panel does behind the scenes. But the name change is just the beginning, as SAPP is kicking off a comprehensive review of governance and accountability practices for smaller authorities. This includes updating the Practitioners' Guide. Stay tuned as SAPP continues to simplify governance for smaller authorities and make compliance more straightforward and accessible.

Finance Manager 30.01.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

4.2.25

Agenda Item 8 – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 9 – *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 30.1.25

i) Payments Schedule

– to approve payments

PWLB	29/01/2024	PWLB - 2 - JAN 25	29/01/2024	29/01/2025	29/01/2024	29/01/2025	29/01/2024	29/01/2025	29/01/2024	29/01/2025	DD	29.01.24
RSWSOUND	15/01/2025	24/01/2022	8912	8912	£5,642.49	£0.00	£5,642.49	4160	105	Car park loan payment	Yes	24.01.25
SAFETY SUPPLY COMP	09/01/2025	09/01/2025	9388061	9388061	£101.98	£20.40	£122.38	4141	260	JH EICR Remedial Works	Yes	24.01.25
SCREWFIX	09/01/2025	28/02/2025	2001239709	2001239709	£7.48	£1.50	£8.98	4310	100	Chukka Safety Boot - PW	Yes	
SCREWFIX	09/01/2025	28/02/2025	2001281268	2001281268	£15.08	£3.02	£18.10	4810	200	Wall fixings and washers	Yes	
SCREWFIX	14/01/2025	28/02/2025	2001389135	2001389135	£49.99	£0.00	£49.99	4141	100	MM Dewalt Safety Boots	Yes	
SCREWFIX	15/01/2025	28/02/2025	2001395423	2001395423	£6.24	£1.25	£7.49	4141	100	SA Ear Defenders	Yes	
SCREWFIX	19/01/2025	28/02/2025	2001414084	2001414084	£6.77	£1.35	£8.12	4310	200	Sanding sheets	Yes	
SCREWFIX	20/01/2025	28/02/2025	2001483174	2001483174	£4.36	£0.87	£5.23	4310	230	CCTV Sign	Yes	
SCREWFIX	21/01/2025	28/02/2025	2001490820	2001490820	£3.74	£0.75	£4.49	4313	230	Sealant Gun	Yes	
SCREWFIX	22/01/2025	28/02/2025	2001517426	2001517426	£6.24	£1.25	£7.49	4310	230	Sealant Gun	Yes	
SCREWFIX	23/01/2025	28/02/2025	2001587189	2001587189	£8.82	£1.67	£10.49	4310	230	Makita drill bit	Yes	
SCREWFIX	23/01/2025	28/02/2025	2001588895	2001588895	£6.24	£1.25	£7.49	4310	230	CH Gate - Hinge	Yes	
SCREWFIX	23/01/2025	28/02/2025	2001588898	2001588898	£13.73	£2.75	£16.48	4310	200	Grounds - Broom Handle & Head	Yes	
SCREWFIX	24/01/2025	28/02/2025	2001607407	2001607407	£6.24	£1.25	£7.49	4310	230	CH Gate - Hinge	Yes	
SCREWFIX	27/01/2025	28/02/2025	2001656727	2001656727	£0.87	£0.18	£1.05	4310	230	JH Hot Trolley Plug Replacement	Yes	
SCREWFIX	27/01/2025	28/02/2025	2001680003	2001680003	£47.49	£9.50	£56.99	4312	200	Walnut Wood stain and paint brushes	Yes	
SOC COUN CLERKS	09/01/2025	03/02/2025	BK219709-1	BK219709-1	£50.00	£10.00	£60.00	4006	100	HF Powers and Duties	Yes	
SOC COUN CLERKS	09/01/2025	03/02/2025	MEM252361-1	MEM252361-1	£300.00	£0.00	£300.00	4045	100	EM Membership Feb25-Jan26	Yes	
SOC COUN CLERKS	13/01/2025	13/02/2025	BK219265-1	BK219265-1	£150.00	£10.20	£160.20	4006	100	EM Appraisal training	Yes	
SOC COUN CLERKS	15/01/2025	15/02/2025	BK219412-1	BK219412-1	£15.00	£3.00	£18.00	4006	100	EM Appraisal training	Yes	
SOC COUN CLERKS	15/01/2025	15/02/2025	BK219413-1	BK219413-1	£30.00	£6.00	£36.00	4006	100	SA Appraisal training	Yes	
SOC COUN CLERKS	17/01/2024	17/01/2024	BK219089-1	BK219089-1	£35.00	£7.00	£42.00	4006	100	AA Managing Comments on SM	Yes	
SSE ENERGY SOLUTIONS 2	28/11/2024	12/12/2024	IV02030738	IV02030738	£96.66	£4.83	£101.49	4344	275	CH Gas 02/08-31/08/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 2	29/11/2024	13/12/2024	IV02034965	IV02034965	£231.59	£11.58	£243.17	4344	275	CH Gas 02/08-31/08/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 2	29/11/2024	13/12/2024	IV02034966	IV02034966	£228.61	£11.43	£240.04	4344	275	CH Gas 01/09-30/09/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 2	29/11/2024	13/12/2024	IV02034967	IV02034967	£235.42	£11.77	£247.19	4344	275	CH Gas 01/10-31/10/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 2	29/11/2024	13/12/2024	CN00386108	CN00386108	£96.66	£4.83	£101.49	4344	275	CH Gas 02/08-31/08/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 3	08/12/2024	22/12/2024	IV02078353	IV02078353	£180.60	£9.03	£189.63	4343	275	CH Electric 05/08-31/08/24	Yes	10.01.25
SSE ENERGY SOLUTIONS 3	13/01/2025	22/01/2025	IV02094345	IV02094345	£901.77	£15.09	£916.86	4344	275	CH Electric 01/12-31/12/24	Yes	24.01.25
SSE ENERGY SOLUTIONS 3	08/01/2025	22/01/2025	IV02261437	IV02261437	£217.59	£10.88	£228.47	4343	275	CH Electric 01/12-31/12/24	Yes	24.01.25
SSE ENERGY SOLUTIONS 3	10/01/2025	24/01/2025	IV02278769	IV02278769	£106.54	£5.33	£111.87	4343	261	JHCP Electric 01/12-31/12/23	Yes	24.01.25
ST PETERS CHURCH	27/01/2025	27/01/2025	Jan-25	Jan-25	£15.00	£0.00	£15.00	4025	100	BW Parish News	Yes	
UNITYTRUST	30/11/2024	31/12/2024	013	013	£6.00	£0.00	£6.00	4161	100	Service Charge - Nov 24	Yes	31.12.24
UNITYTRUST	31/12/2024	31/01/2025	014	014	£6.00	£0.00	£6.00	4161	100	Service Charge - Dec 24	Yes	
VIKING DIR	03/01/2025	02/02/2025	5250024	5250024	£21.99	£4.40	£26.39	4310	230	Screwdriver Set	Yes	
VIKING DIR	03/01/2025	02/02/2025	5250025	5250025	£25.94	£0.99	£26.93	4025	100	GS Milk	Yes	
WCC	20/01/2025	19/02/2025	5393435	5393435	£108.53	£13.21	£121.74	Various	Various	Office/Cleaning Supplies/Mater	Yes	
WCC	06/01/2025	06/01/2025	PP JAN 25	PP JAN 25	£254.00	£0.00	£254.00	4341	250	Business Rates	Yes	06.01.25
WCC	06/01/2025	06/01/2025	JH JAN 25	JH JAN 25	£735.00	£0.00	£735.00	4341	260	Business Rates	Yes	06.01.25
WCC	06/01/2025	06/01/2025	HR JAN 25	HR JAN 25	£74.00	£0.00	£74.00	4341	240	Business Rates	Yes	06.01.25
WCC	06/01/2025	06/01/2025	JHCP JAN 25	JHCP JAN 25	£276.00	£0.00	£276.00	4341	261	Business Rates	Yes	06.01.25
WCC	06/01/2025	06/01/2025	WH JAN 25	WH JAN 25	£299.00	£0.00	£299.00	4341	270	Business Rates	Yes	06.01.25
WORKWEAR EXPRESS	10/01/2025	17/01/2025	INV2084425	INV2084425	£226.00	£45.21	£271.21	4041	100	Grounds - Workwear	Yes	17.01.25
WORLDPAY	30/11/2024	10/01/2024	BS7604651	BS7604651	£32.50	£3.50	£36.00	4150	261	JHCP Card Charges Nov 24	Yes	10.01.25
WORLDPAY	31/12/2024	10/01/2024	B43994533	B43994533	£32.19	£3.50	£35.69	4150	261	JHCP Card Charges Dec 24	Yes	10.01.25
WYBONE	07/01/2025	07/01/2025	WEB-6400	WEB-6400	£101.98	£20.40	£122.38	4315	105	Dog Waste Bags	Yes	
Total							£168,153.12					

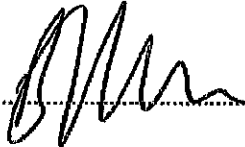
All invoices listed have been examined, verified and certified by the Finance Manager (RFO)

- ii) Bank Account Reconciliations Month 9
– to note the review by the Chairman.*

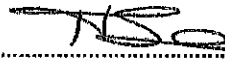
Bank Reconciliation Statement as at 31/12/2024
for Cashbook 9 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	31/12/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name GARRY NICHOLSON Signed  Date 09/01/2025

Signatory 2:

Name H. FISHER Signed  Date 09/01/25

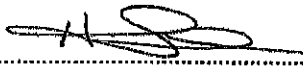
Bank Reconciliation Statement as at 31/12/2024
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

<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	31/12/2024		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 BARRY NICHOLSON Signed  Date 09/01/2025

Signatory 2:

Name H. FISHER Signed  Date 09/01/25

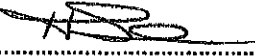
Bank Reconciliation Statement as at 31/12/2024
for Cashbook 11 - Unity Current ****6238

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current 20496238	31/12/2024		15,452.75
			<u>15,452.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,452.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,452.75
		Balance per Cash Book is :-	15,452.75
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed  Date 09/01/2025


Signatory 2:

Name H. FISHER Signed  Date 09/01/25

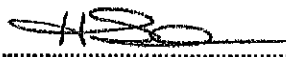
Bank Reconciliation Statement as at 31/12/2024
for Cashbook 12 - Unity Savings ****6241

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496241	31/12/2024		154,981.39
			<u>154,981.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			154,981.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			154,981.39
		Balance per Cash Book Is :-	154,981.39
		Difference Is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed  Date 09/01/2025

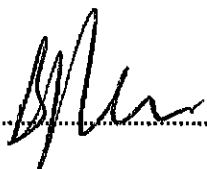
Signatory 2:

Name H. FISHER Signed  Date 09/01/25

Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		189,885.96
			<u>189,885.96</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			189,885.96
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			189,885.96
		Balance per Cash Book is :-	189,885.96
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed  Date 09/01/2025

Signatory 2:

Name H. FISHER Signed  Date 09/01/25

iii) Parish Council Balance Sheet

– to note current position.

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	1,168	
105	VAT Control Account	27,048	
219	A&L 3m Fixed Term Deposit A/c	432,315	
221	Unity Current 20496238	15,453	
222	Unity Savings 20496241	154,981	
223	Unity Savings 20496254	189,886	
Total Current Assets			820,850
<u>Current Liabilities</u>			
500	Creditors	117,199	
565	Holding Deposits	2,079	
Total Current Liabilities			119,278
Net Current Assets			701,572
Total Assets less Current Liabilities			701,572

Represented by :-

300	Current Year Fund	13,708	
310	General Reserves	451,966	
315	Montague Rd Play - S106/CIL	43	
325	Play Area Equip Maint - CYF	4,744	
330	Replace Tractor - CYF	33,500	
336	EV Chargers	11,000	
340	Replace Topper / Mower - CYF	23,500	
341	Replace IT Equipment	2,078	
350	Bldings Replace / Refurb - CYF	85,000	
355	Tennis Court Maintenance - CYF	11,100	
360	Replace Bus Shelters - CYF	10,000	
370	CCTV Hoe Rd - CYF	3,152	
373	South F'path -CIL/WCIL/S106	(25,208)	
374	Replace Skate Park - CIL/WCIL	(0)	
375	Floor Polisher - CYF	334	
376	Solar Panels JH - CIL/WCIL	37,601	
377	Extend Parking PP - CIL	(47,122)	
378	Albany Road Play - S106/OSF	966	
379	Building Maintenance - CYF	18,500	
380	Name Sign JH - CYF	5,000	
390	Stackable Chairs JH - CYF	926	
393	WCC CIL Receipts 2021-22	5,011	
394	WCC CIL Receipts 2022-23	3,062	
395	WCC CIL Receipts 2023-24	42,889	
396	SDNP CIL Receipts 2021-22	481	
397	SDNP CIL Receipts 2022-23	2,471	
398	SDNP CIL Receipts 2023-24	2,321	
400	SDNP CIL Receipts 2024-25	4,552	
Total Equity			701,572

iv) Income and Expenditure Forecast

– *to note current position.*

Income & Expenditure Report
2024-2025

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	£3,456	£5,693	£4,068	£1,145	£5,207	£4,517	£1,524	£6,397	£3,615	£45,227	£20,798	£24,429		117% Bank Interest
Total Expenditure	£35,136	£32,866	£26,852	£34,980	£33,077	£29,219	£32,846	£59,879	£35,400	£41,354	£35,886	£37,801	£435,296	£425,222	£10,074	2%	
Total Net Revenue Expenditure	£32,759	£27,851	£22,531	£34,532	£27,384	£25,151	£31,701	£53,672	£30,883	£39,830	£29,489	£34,186	£390,069	£404,424	£-14,355	4%	
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	£670	£0	£0	£0	£500	£1,514	£1,500	£14	1%	
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£670	£0	£0	£0	£500	£1,514	£1,500	£14	1%	
Total Net Committee Expenditure	£32,759	£28,195	£22,531	£34,532	£27,384	£25,151	£31,701	£54,342	£30,883	£39,830	£29,489	£34,686	£391,593	£405,924	£-14,341	4%	
Halls and Grounds Committee																	
Total Income	£17,164	£3,196	£7,959	£9,281	£5,627	£9,921	£12,044	£8,737	£11,756	£8,779	£6,351	£6,401	£106,176	£89,788	£16,388		18% Hire Increases & WCC Open Space Fund
Total Expenditure	£8,286	£15,844	£7,940	£20,812	£10,399	£9,511	£16,345	£10,287	£12,364	£15,979	£13,565	£20,928	£183,091	£183,091	£-20,832	11%	
Total Net Revenue Expenditure	£-8,878	£12,688	£-19	£11,531	£4,772	£590	£4,301	£1,550	£608	£7,200	£7,214	£14,527	£56,084	£93,303	£-37,220	40%	
Total Capital Income	£0	£0	£0	£0	£19,504	£40,133	£0	£250	£0	£0	£123,110	£216,080	£399,087	£58,797	£340,280		57% Additional funding unbudgeted
Total Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£43,102	£5,093	£11,936	£392	£106,818	£4,057	£32,090	£2,000	£373,939	£242,448	£131,491		54% Additional expenditure from funding unbudgeted
Total Net Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£23,598	£-52,040	£11,936	£102	£106,818	£4,057	£-91,020	£-214,080	£-25,118	£183,651	£-208,769		114% As above
Total Net Committee Expenditure	£34,663	£17,248	£74,948	£53,954	£28,370	£-31,450	£16,237	£1,692	£107,425	£11,257	£-83,669	£-195,534	£30,966	£276,954	£-245,989	89% 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		100% Grant awarded unbudgeted
Total Expenditure	£35	£5,504	£610	£2,426	£21	£472	£1,134	£3,479	£95	£529	£719	£2,333	£17,357	£23,395	£-6,038	26%	
Total Net Revenue Expenditure	£-6965	£5,504	£610	£2,426	£21	£472	£1,034	£3,479	£95	£529	£719	£2,333	£16,257	£23,295	£-7,038	30%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£141	£0	£0	£0	£0	£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	£399	£500	£-141	28%	
Total Net Committee Expenditure	£-6965	£5,504	£610	£2,426	£21	£526	£1,034	£3,715	£-646	£529	£719	£2,543	£16,616	£23,795	£-7,179	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	£990	£0	£0	£1,236	£0	£0	£0	£821	£270	£150	£3,466	£2,300	£1,166		51% Replace kissing gate
Total Net Revenue Expenditure	£0	£0	£990	£0	£0	£1,236	£0	£0	£0	£821	£270	£150	£3,466	£2,300	£1,166		51% Replace kissing gate
Total Capital Income	£600	£0	£0	£0	£0	£5,000	£0	£0	£0	£555	£0	£0	£6,185	£500	£5,655		1131% Grant awarded
Total Capital Expenditure	£0	£484	£0	£0	£463	£420	£2,866	£0	£1,253	£1,251	£0	£572	£7,309	£2,000	£5,309		265% Grant expenditure/self closing gates
Total Net Capital Expenditure	£600	£-484	£0	£0	£-463	£-4,580	£2,866	£0	£698	£-1,251	£0	£572	£1,154	£1,500	£-346		23% As above
Total Net Committee Expenditure	£-600	£-484	£0	£990	£-463	£-3,345	£2,866	£0	£1,519	£-1,521	£0	£722	£4,620	£3,800	£820	22% 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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Revenue Expenditure	£296,411	£0	£0	£0	£0	£-296,411	£0	£0	£0	£0	£0	£0	£-592,822	£-592,822	£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% CIL 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% CIL Receipts
Total Net Committee Expenditure	£-661	£-30,022	£0	£0	£0	£-4,552	£0	£0	£0	£0	£0	£0	£-35,235	£-30,353	£-4,882	16% As above	

	-£297,072	-£30,022	£0	£0	£0	-£296,411	-£4,552	£0	£0	£0	£0	£0	£0	£0	-£626,067	-£625,175	-£2,882	0%
Total Net Committee Expenditure																		
Total Net Committee Expenditures																		
Total Income	£318,212	£38,192	£12,278	£9,627	£30,845	£354,533	£17,838	£15,191	£16,966	£10,303	£135,858	£226,076	£1,185,921	£793,158	£392,763			50% As above
Total Expenditure	£86,997	£59,599	£110,365	£101,627	£87,060	£48,973	£65,154	£83,452	£156,748	£83,440	£82,260	£64,494	£1,010,169	£892,456	£117,713			13% As above
Total Net Revenue Expenditure	-£231,214	£21,406	£98,087	£92,000	£66,216	-£305,560	£47,316	£68,261	£139,780	£53,137	-£53,598	-£161,583	-£175,752	£99,298	-£275,050			277%
EIMR Movements	£43,145	-£25,462	£74,437	£42,423	£23,598	-£34,115	£7,282	£0	£105,176	£21,560	-£111,065	-£301,060	-£154,081	£99,298				
Total Income/Expenditure	-£274,359	£46,868	£23,650	£49,577	£32,618	-£271,445	£40,034	£68,261	£34,604	£31,577	£57,467	£139,478	-£21,671	£0				
Current Year Fund	£231,214	£209,808	£111,721	£19,721	-£36,495	£269,065	£221,749	£153,488	£13,708	-£39,429	£14,169	£175,752						CYF-TNE
General Reserves	£258,628	£233,165	£307,602	£350,025	£373,623	£339,508	£346,790	£346,790	£451,966	£473,526	£362,461	£51,401						GR+EMR
General Reserves Position	489,842	442,973	419,323	369,746	337,128	608,573	568,539	500,278	466,674	434,097	376,630	237,153						GR+CYF
Months	10	9	8	7	7	12	12	10	9	9	8	5						
Total Reserves (Bank)	919,079	897,673	799,585	707,585	651,370	956,929	909,614	841,353	701,572	646,435	702,033	863,616						MH+T-TNE

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



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

4.2.25

Agenda Item 9 – Capital Control Report – *for information only*

Capital Control Report 2024-2025 (Month 9).

Finance Manager
30.1.25

Bishop's Waltham Parish Council
Capital Projects Control 2024-25 Budget
Month 9

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	1099	Income - Asset Disposals	Not expected	0	0	0	0	0		
		Total Gross Committee Income		0	0	0	0	0		
Expenditure	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	
		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)	
	1099	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	
	1368	WCC S106 Funding 2024-25	Jan	0	0	0	0	74,110	EMR 373 Southern Footpath	
	1400	WCC Open Space Fund	Aug	18,797	18,797	0	19,637	0	EMR 315 Montague Rd/378 Albany Rd	
	1403	WCC Rural England PF	Feb	0	0	0	0	49,000	EMR 377 Extend Parking PP	
		SSEN Grant - Solar Batteries	Mar	0	0	0	16,060	0	EMR 376 Solar Panels	
		Total Gross Committee Income		58,797	58,797	0	59,887	139,170		
	Expenditure	4350	Minor Assets	Oct	2,500	0	2,500	2,793	0	Bins/ladder/blower kit/Tennis net/Goals/A2 Board/Heaters
		4364	Southern Footpath/Cycleway	Jul/Aug	0	0	0	6,146	0	EMR 373
		4365	Replace Tractor	Mar	0	0	0	0	33,500	EMR 330
		4368	Replace Topper/Mower	Mar	0	0	0	0	17,150	EMR 340
		4386	Floor Polisher PP	-	0	0	0	1,166	0	EMR
4390		Replace Skate Park	Apr/Jul/Dec	0	0	0	77,271	0	EMR 374	
4393		Solar Panels On Roof (JH)	Jul/Aug Jan/Feb	99,750	99,750	0	62,149	16,060	EMR 376	
4415		Tennis Court Maintenance	Sep	6,000	6,000	0	4,900	0	EMR 355	
4417		Upgrade Intruder Alarm (JH)	Feb	2,500	0	2,500	0	2,500		
4420		Cosis - Purchase of Community Asset	May/Jun	0	0	0	3,311	0	EMR 351	
4422		Replace Paving Stones	Jan	2,500	0	2,500	252	0		
4423		EV Chargers	Not expected	11,000	11,000	0	0	0	EMR 336	
4432		Montague Rd Play Areas	Oct	0	0	0	2,911	0	EMR 315	
4450	Extend Parking (PP)	Oct/Jan	0	0	0	98,350	0	EMR 377		
4484	Stackable Chairs (JH)	May	0	0	0	874	0	EMR 390		
4485	Replace Clubhouse PP	-	0	0	0	0	17,545	EMR 350 Architect costs		
4487	Building Maintenance	Feb	18,500	18,500	0	0	18,500	EMR 379		
4500	Albany Road Play Park	May-Oct	78,198	78,198	0	75,668	0	EMR 378		
	Total Gross Committee Expenditures		220,948	213,448	7,500	335,791	105,255			
		EMR Movements		154,651	154,651	0	271,719	(36,415)		
		Total Net Committee Expenditures		7,500	0	7,500	4,185	2,500		
C & E Committee Income	1065	Non PC Recharge		0	0	0	141	0	HSE Donation for crowd barriers	
		Total Gross Committee Income		0	0	0	141	0		
Expenditure	4350	Minor Assets	Oct/Mar	500	0	500	290	0	Laminated cheque/tablecloth/table runner/crowd barriers	
		Total Gross Committee Expenditures		500	0	500	290	0		
		EMR Movements		0	0	0	0	0		
		Total Net Committee Expenditures		500	0	500	149	0		

P & H Committee

Income	1302	Grant - Stiles / Kissing Gates	Oct	500	0	500	600	0		
	1331	Grant - HCC SID	Oct	0	0	0	5,000			
	1338	Grant - HCC CAPDP F'path Tools	Dec	0	0	0	555	0		
		Total Gross Committee Income		500	0	500	5,600	0		
Expenditure	4350	Minor Assets	Oct/Mar	500	0	500	825	0		
	4375	Speed Indicator Device		0	0	0	3,749	0		
	4403	Street Furniture	Oct	1,000	0	1,000	428	0		
	4404	Stiles / Kissing Gates	Oct	500	0	500	484	0		
		Total Gross Committee Expenditures		2,000	0	2,000	5,486	0		
		EMR Movements		0	0	0	0	0		
		Total Net Committee Expenditures		1,500	0	1,500	(114)	0		

2 x Self closing gates/Footpath Power Tools

Total Parish Council

		Total Parish Council Income		59,297	58,797	500	65,628	139,170		
		Total Parish Council Expenditures		224,948	213,448	11,500	342,581	105,255		
		Total EMR Movements		154,651	154,651	0	271,719	(36,415)		
		Total Net Parish Council Expenditures		635,307	516,807	23,000	5,234	2,500		



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

4.2.25

Agenda Item 10 – Reinvestment of Funds – *for approval*

The 3-month fixed deposit investment will mature on 20th February 2025.

I propose that the total matured funds of £436,837.00 are reinvested with Arbutnot Latham for a further 3 months at 4%.

The remaining reserves will continue to be held in an instant access savings account to allow cashflow needed for projects.

Proposal:

To approve the reinvestment of £436,837.00 with Arbutnot Latham for 3 months at 4%.

Finance Manager
29/01/25



ARBUTHNOT LATHAM
Bankers since 1833

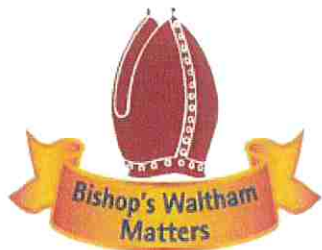
Fixed Term Deposits for Commercial Clients (GBP) Summary Box

Account Name	Fixed Term Deposit			
What are the interest rates?	Balance	£50,000 - £99,999		£100,000+
	Term length	Gross annual interest rate		
	1-month	N/A		3.70%
	3-month	3.50%		4.00%
	6-month	3.65%		4.15%
	9-month	3.65%		4.15%
	12-month	3.65%		4.15%
	24-month	3.25%	AER* 3.30%	3.75%
<p>We calculate interest daily, which will accrue from the day that your Fixed Term Deposit account is opened and funded with the minimum account opening balance.</p> <p>We will pay interest at maturity; we will credit any interest to your nominated account held at Arbuthnot Latham.</p> <p>For the 24-month deposit, interest will be paid annually. For the first annual interest payment, this can be added to the fixed term deposit or paid to your nominated account. At maturity, interest will be paid to your nominated account.</p>				
Can Arbuthnot Latham change the interest rate?	No, the interest rate is fixed and cannot be changed during the term of your deposit.			
What would the estimated balance be at maturity based on a £50,000 and £100,000 deposit?	Balance	£50,000		£100,000
		Balance at maturity		
	1-month	N/A		£100,304
	3-month	£50,436		£100,997
	6-month	£50,910		£102,069
	9-month	£51,365		£103,104
	12-month	£51,825		£104,150
	24-month	£53,250		£107,500
<p>These are illustrative examples only. They assume interest is paid at maturity except the 24-month illustration where annual interest is credited to your nominated account. Interest is rounded to the nearest pound. Please review your deposit confirmation on receipt.</p>				
How do I open and manage my account?	Fixed Term Deposit accounts are available to existing Arbuthnot Latham clients. You can open a Fixed Term Deposit account and give instructions by contacting your banker by phone or email. The minimum balance for the Fixed Term Deposit is £50,000. Our Fixed Term Deposits for Commercial Clients are applicable for Non-Personal, Micro Enterprises, Small Charities, Corporate and Non-Corporate clients.			

Can I withdraw money?	<p>At maturity, the original deposit and interest (as applicable) on your Fixed Term Deposit will be credited to your nominated account held in your name at Arbuthnot Latham. We will advise you 10 days before this date to let you know that your deposit is maturing.</p> <p>As this is a Fixed Term Deposit, you cannot make withdrawals, transfers or close the account during the fixed term unless there are exceptional circumstances in accordance with our Terms & Conditions. Charges and interest penalties may apply.</p>
Additional information	<p>Please note, we reserve the right to withdraw this product at any time.</p> <p>*AER is the annual equivalent rate. This illustrates what the annualised interest rate would be if it was paid and compounded during the term.</p>

Key Information

Information provided in the summary box outlines the key features of the Fixed Term Deposit account and is not intended to be a substitute for reading the Terms & Conditions that apply to the account. You can find these on our website or ask us for a copy: www.arbuthnotlatham.co.uk/products-terms



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

Arbuthnot Latham & Co., Limited (the **Bank**)
Arbuthnot House
7 Wilson Street
London
EC2M 2SN

12th February 2025

Dear Sirs,

Deposit Account

1. We request the bank to open a new deposit account in the following name of Bishop's Waltham Parish Council.
2. Can a minimal initial lump sum of £436,837.00 be placed on a Fixed Deposit for 3 months at an interest rate of 4% p.a. gross.
3. The Bank's Commercial Banking Terms and Conditions shall be applicable to the Arbuthnot Latham Current Account and we acknowledge in particular Term 2.11 (variation in interest rates), [and] Term 2.13 (fixed term deposit accounts) [and Term 2.14 (notice accounts)] of the Commercial Banking Terms and Conditions.
4. Payments made to and from the Current Account will be received from and made to our current account with Unity Trust Bank. The account details are as follows:

Bank: Unity Trust Bank
Sort Code: 60-83-01
A/C Number: 20496238
Account Name: Bishops Waltham Parish Council
5. We agree that:
 - (a) In the event of any conflict between this letter and the terms of the Commercial Banking Terms and Conditions, the terms of the Commercial Banking Terms and Conditions shall prevail;
 - (b) No variation to this letter shall be effective unless it is in writing;
 - (c) This letter shall be governed by the laws of England and Wales, and the courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this letter or its subject matter or formation (including non-contractual disputes or claims).

.....
Signatory

.....
Signatory

Date:



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

4.2.25

Agenda Item 11 - Policy Review - Update – *for consideration*

The working group appointed met on 14.1.25 and assigned a share of the HR policies to each member for review and update.

The next meeting will be on 25.2.25 to share drafts and comments before presenting such to Committee on 4.3.25 for approval.

Proposal: To note the progress of the Policies Review

Executive Officer
30.1.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

4.2.25

Agenda Item 12 – Financial Regulations and Financial Risk Assessment – Review – Appointment of Working Group – *for consideration*

The Parish Council's Financial Regulations and Financial Risk Assessment are both due for review this month for presentation and adoption before the end of March (end of financial year).

A working group is due for appointment to review these key documents.

Proposal: To appoint a working group to review the Parish Council's Financial Regulations and Financial Risk Assessment.

Executive Officer
30.1.25



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

4.2.25

Agenda Item 13 – Parish Council Halls and Grounds Hire Rates (Product Fee Increases) 2025/26 – for consideration

The proposed rates overleaf for the upcoming financial year were arrived at by applying CPI to the 2024/2025 rates. The annual rate of CPI used was 2.6% (this was the rate released by The Office for National Statistics in December 2024, based on the previous 12 months).

This list has been modified slightly from the initial draft, as a result of initial consideration of the rates by the Halls and Grounds Committee at their meeting that took place on Tuesday 21st January when the following was resolved:

HG247/24

2025/26 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration

The Hoe Road and Priory Park hire fees for community events was raised for further consideration to ensure consistency. The Committees Officer would work with the Finance Manager to bring a proposal to the Committee's next meeting.

Action: Committees Officer/Finance Manager

The parking permit options at the Jubilee Hall car park were felt to be sufficient currently. Any changes would need to be considered alongside the WCC town centre car parks, particularly if control should transition to a different authority. The rates for all day hires of the Jubilee Hall and Priory Park Clubhouse were not felt to be particularly attractive, compared with the hourly rate and would be recalculated.

Resolved:

- i) **To approve the updated product fees as tabled by the Finance Manager, with the exception of the items below, and to forward to the Finance, Policy and Resources Committee for approval.**
Action: Committees Officer/Finance Manager
- ii) **To modify the whole-day hire rates for the Jubilee Hall and Priory Park Clubhouse to provide the hirer with a discount to the value of one hour of hire.**
Action: Finance Manager
- iii) **To defer approval of the hire rates for the annual community events held at the Hoe Road Recreation Ground and Priory Park football pitches until after further consideration at the Committee's February meeting.**

Proposed: Cllr Pavey

Seconded: Cllr Sherwood

All in favour

Proposal:

- i) **To approve the tabled halls and grounds hire rates for 2025/26.**
- ii) **To note that further consideration will be given to the hire rates for the annual community events held at the Hoe Road Recreation Ground and Priory Park football pitches at a future meeting as proposed by the Halls and Grounds Committee.**

Finance Manager/Committees Officer 30.01.25

Product Fee Increases 2025-2026

Code	Description	2024-25 Total Inc VAT	2024-25 Net Selling Price	Dec-24 CPI 2.6%	2025-26 Net Selling Price	VAT Value	VAT %	Total	Qty	Unit	(Rounded) Total Inc VAT	2025-26 Net Selling Price	Notes
6MTH PREMIUMST	6 Month Premium Season Ticket	£210.00	£175.00	£4.55	£179.55	£35.91	20%	£215.46	6 Months	6 Months	£215.00	£179.17	WCC £150 (£75 per quarter)
6MTH STANDARD	6 Month Standard Season Ticket	£150.00	£125.00	£3.25	£128.25	£25.00	20%	£153.90	6 Months	6 Months	£154.00	£128.33	WCC £150 (£75 per quarter)
12MTH PREMIUMST	12 Month Premium Season Ticket	£370.00	£308.33	£8.02	£316.35	£63.27	20%	£379.62	12 Months	12 Months	£380.00	£316.67	WCC £275
12MTH STANDARD	12 Month Standard Season Ticket	£250.00	£208.33	£5.42	£213.75	£42.75	20%	£256.50	12 Months	12 Months	£257.00	£214.17	WCC £275
ADMIN FEE	Administration Fee	£24.00	£20.00	£0.00	£20.00	£4.00	20%	£24.00	Item	Item	£24.00	£20.00	Set charge
ADMIN FEE LEASES	Administration Fee Leases	£6.00	£5.00	£0.00	£5.00	£1.00	20%	£6.00	Item	Item	£6.00	£5.00	Set charge
ADMIN FEE LICENCES	Administration Fee - Temp Licences	£6.00	£6.00	£0.00	£6.00	£0.00	0%	£6.00	Item	Item	£6.00	£6.00	Set charge
ANNUAL-SEASON-TICKET	Annual Season Ticket - JHCR	£526.54	£438.78	£11.41	£450.19	£90.04	20%	£540.23	Quarter	Quarter	£540.23	£450.19	Season tickets charges adjusted in 24/25 - see above
CONT - ACTIVE AC	Contract Hire - 2 Tennis Courts	£575.00	£575.00	£14.95	£589.95	£0.00	0%	£589.95	Month	Month	£589.95	£589.95	Not currently used
CONT - CH	Contract Hire - Coronation Hall	£1,884.20	£1,570.17	£0.82	£1,600.99	£32.20	20%	£1,933.19	Quarter	Quarter	£1,933.19	£1,610.99	Set charge
CONT - HRROOM-LP	Contract Hire - Rooms - LILYPAD	£30.78	£25.65	£0.67	£26.32	£5.26	20%	£31.58	Quarter	Quarter	£31.58	£26.32	
CONT - HRSTORE-LP	Contract Hire - Storage - LILYPAD	£147.78	£123.15	£3.20	£126.35	£25.27	20%	£151.62	Quarter	Quarter	£151.62	£126.35	
CONT - KITCHEN - HR	Contract Hire - Kitchen - LILYPAD	£6.00	£6.00	£0.00	£6.00	£0.00	0%	£6.00	Quarter	Quarter	£6.00	£6.00	
CONT - LA	Contract Hire - Washhouse	£10.00	£10.00	£0.00	£10.00	£0.00	0%	£10.00	Item	Item	£10.00	£10.00	
DEEDOFACCESS	Deed of Access	£40.00	£40.00	£0.00	£40.00	£0.00	0%	£40.00	Pitch	Pitch	£40.00	£40.00	
FBHIRE - HRGD - JNR	Hire Football Pitch - H rd - Junior	£17.00	£14.17	£0.37	£14.54	£2.91	20%	£17.44	Pitch	Pitch	£18.00	£15.00	
FBHIRE - HRGD - MIN	Hire Football Pitch - H rd - Mini	£79.00	£65.83	£1.71	£67.55	£13.51	20%	£81.05	Pitch	Pitch	£81.00	£67.50	
FBHIRE - HRGD - SNR	Hire Football Pitches - H rd - Senior	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Booking	Booking	£19.00	£15.83	
FBHIRE - HRM - JNR	Hire Changing Rooms - H rd - Junior	£30.00	£25.00	£0.65	£25.65	£5.13	20%	£30.78	Booking	Booking	£31.00	£25.83	
FBHIRE - HRM - SNR	Hire Changing Rooms - H rd - Senior	£337.00	£280.83	£0.30	£284.14	£56.23	20%	£340.36	Event	Event	£361.00	£300.83	H&G QUERY - E54 (inc VAT) p/h grounds hire rate - E648
HIRE - HR - GD - CAR	Hire - Hoe Road Grounds - Car	£177.00	£147.50	£3.84	£151.34	£30.27	20%	£181.60	Event	Event	£182.00	£151.67	H&G QUERY - E54 (inc VAT) p/h grounds hire rate - E632
HIRE - HR - GD - FWK	Hire - Hoe Road Grounds - Fireworks	£932.00	£760.83	£36.30	£797.14	£166.23	20%	£963.36	Event	Event	£964.00	£800.83	
HIRE - HR - GARDEN	Hire - Hoe Road Grounds - Garden-Fwk	£40.00	£33.33	£0.87	£34.20	£6.84	20%	£41.04	Event	Event	£41.00	£34.17	
HIRE - JH - GD - EVE	Hire - Jubilee Hall Grounds - Event	£11.00	£9.17	£0.24	£9.41	£1.88	20%	£11.29	Hour	Hour	£12.00	£10.00	
HRKITP	Hoe Road Pavillion - Kitchen	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Hour	Hour	£19.00	£15.83	
HRMOPNS	Hoe Road Pavillion	£51.00	£42.50	£1.11	£43.61	£8.72	20%	£52.33	Month	Month	£52.00	£43.33	
HRSTORE	HR Storage	£29.00	£24.17	£0.63	£24.80	£4.96	20%	£29.75	Booking	Booking	£30.00	£25.00	
JHC	JH Caretaker Cleaning	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	Day	Day	£435.00	£362.50	Reviewed by H&G 21.01.25
JHDAY	JH Day Rate	£28.00	£23.33	£0.61	£23.94	£4.79	20%	£28.73	Hour	Hour	£29.00	£24.17	
JHNS	JH Gold Non-Sport	£53.00	£44.17	£0.99	£45.16	£9.67	20%	£54.83	Hour	Hour	£58.00	£48.33	Double hourly rate
JHNS BH/AFTER 12AM	JH Gold Non-Sport - BH/After 12am	£28.00	£23.33	£0.61	£23.94	£4.79	20%	£28.73	Hour	Hour	£29.00	£24.17	
JHNS	JH Kitchen Catering	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Booking	Booking	£19.00	£15.83	
JHKL	JH Kitchen Light	£11.00	£9.17	£0.24	£9.41	£1.88	20%	£11.29	Booking	Booking	£12.00	£10.00	
JHRNS	JH RUBY Non-Sport	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Hour	Hour	£19.00	£15.83	
JHRNS BH/AFTER 12AM	JH RUBY Non-Sport - BH/After 12AM	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Hour	Hour	£19.00	£15.83	Double hourly rate
JHRS	JH RUBY Sport	£5.00	£4.17	£0.11	£4.28	£0.86	20%	£5.13	Week	Week	£6.00	£5.00	
JHSTORE	JH Storage - Per Cupboard	£1,119.80	£929.11	£29.11	£958.22	£188.91	20%	£1,147.13	Item	Item	£1,148.91	£933.33	Agreed Feb 24 - increase in Oct 25 to £480.00 pm (inc VAT)
LEASE - BW CRICKET	Land Lease - Cricket Ground	£1.00	£1.00	£0.00	£1.00	£0.00	0%	£1.00	Item	Item	£1.00	£1.00	
LEASE - BW G CLUB	Land Lease - Allotments	£1.00	£1.00	£0.00	£1.00	£0.00	0%	£1.00	Item	Item	£1.00	£1.00	
LEASE - BW GUIDES	Land Lease - Guides Building	£1.00	£1.00	£0.00	£1.00	£0.00	0%	£1.00	Item	Item	£1.00	£1.00	Peppercorn rent
LEASE - BW SCOUTS	Land Lease - Scouts Building	£1.00	£1.00	£0.00	£1.00	£0.00	0%	£1.00	Item	Item	£1.00	£1.00	Peppercorn rent
LEASE - BW SCOUTSES	Land Lease - Scouts Equipment Store	£4.04	£4.04	£0.11	£4.15	£0.00	0%	£4.15	Year	Year	£4.15	£4.15	Peppercorn rent
LEASE - MORLEY DRIVE	Land Lease - Morley Drive Area	£84.05	£84.05	£2.19	£86.24	£0.00	0%	£86.24	Item	Item	£86.24	£86.24	
LEASE - MV BOWLS	Land Lease - Bowls Facility	£12.00	£12.00	£0.00	£12.00	£0.00	0%	£12.00	Session	Session	£12.00	£12.00	Set charge
LIC - HR - TEMP	Licence - Hoe Road - Temporary	£396.67	£330.56	£0.00	£365.28	£73.06	20%	£438.34	Month	Month	£438.34	£365.28	Agreed Feb 24 - increase in Oct 25 to £480.00 pm (inc VAT)
LIC - JHALL - SLARK	Licence - J Hall Diamond Suite	£6.25	£6.00	£0.00	£6.00	£16.67	20%	£23.33	Item	Item	£23.33	£18.00	Licence agreed Aug 24 - 3 years to Aug 27
LIC - MOWING	Licence - Mowing	£0.45	£0.45	£0.00	£0.45	£0.00	0%	£0.45	Mile	Mile	£0.45	£0.45	Government set
MILEAGE - LENGTHSMA	Mileage Lengthsman Mileage	£4.00	£4.00	£0.00	£4.00	£0.00	0%	£4.00	Item	Item	£4.00	£4.00	Peppercorn rent
PAT-FEECHARGE	PAT-Feecharge	£18.00	£15.00	£0.39	£15.39	£3.08	20%	£18.47	Booking	Booking	£19.00	£15.83	Peppercorn rent
PP JUNIOR CHANGING	PP Junior Changing Room	£79.00	£65.83	£1.71	£67.55	£13.51	20%	£81.05	Pitch	Pitch	£81.00	£67.50	Peppercorn rent
PP PITCH 1	PP Football Pitch 1 Senior	£40.00	£33.33	£0.87	£34.20	£6.84	20%	£41.04	Pitch	Pitch	£41.00	£34.17	
PP PITCH 2	PP Football Pitch 2 Junior	£40.00	£33.33	£0.87	£34.20	£6.84	20%	£41.04	Pitch	Pitch	£41.00	£34.17	
PP PITCH 3	PP Football Pitch 3 Junior	£40.00	£33.33	£0.87	£34.20	£6.84	20%	£41.04	Pitch	Pitch	£41.00	£34.17	
PP PITCH 4	PP Football Pitch 4 Junior	£40.00	£33.33	£0.87	£34.20	£6.84	20%	£41.04	Pitch	Pitch	£41.00	£34.17	
PP PITCH 5	PP Football Pitch 5 Mini	£17.00	£14.17	£0.37	£14.54	£2.91	20%	£17.44	Pitch	Pitch	£18.00	£15.00	
PP PITCH 6	PP Football Pitch 6 Mini	£17.00	£14.17	£0.37	£14.54	£2.91	20%	£17.44	Pitch	Pitch	£18.00	£15.00	
PP PITCH 7	PP Football Pitch 7 Mini	£17.00	£14.17	£0.37	£14.54	£2.91	20%	£17.44	Pitch	Pitch	£18.00	£15.00	
PP PITCH 8	PP Football Pitch 8 Mini	£17.00	£14.17	£0.37	£14.54	£2.91	20%	£17.44	Pitch	Pitch	£18.00	£15.00	
PP SENIOR CHANGING	PP Senior Changing Room	£30.00	£25.00	£0.65	£25.65	£5.13	20%	£30.78	Booking	Booking	£31.00	£25.83	
PP-SENSE-PITCHES	Priority Park - Licence - Pitches	£945.25	£787.71	£20.48	£808.19	£161.64	20%	£969.83	Monthly	Monthly	£969.83	£808.19	9 monthly (£8,694.45 annually)
PP-LICENSE-CR	Priority Park - Licence - Changing Rooms	£129.22	£107.68	£2.80	£110.48	£22.10	20%	£132.58	Monthly	Monthly	£132.58	£110.48	9 monthly (£1,188.54 annually)
PP-LICENSE-STORAGE	Priority Park - Licence - Storage	£57.03	£47.53	£1.24	£48.76	£9.75	20%	£58.51	Monthly	Monthly	£58.51	£48.76	9 monthly (£524.52 annually)

Code	Description	£438.38	£365.32	£9.50	£374.81	20%	£74.96	£449.78	Year	£449.78	£374.81	H&G QUERY - £54 (inc VAT) p/h grounds hire rate - £1080
PP-LIC-TOURN	Priority Park - Licence - Tournament	£29.00	£24.17	£0.63	£24.80	20%	£4.96	£29.75	Booking	£30.00	£25.00	
PPCLEAN	PP Caretaker-Cleaning	£0.00	£0.00	£0.00	£250.05	20%	£50.01	£300.06	Day	£300.00	£250.00	
PPDAY	PP - Day Rate - H&K (Adult Events)	£203.00	£165.17	£4.40	£173.57	20%	£34.71	£208.28	Day	£206.00	£173.33	Reviewed by H&G 21.01.25
PPDAJR	PP - Day Rate - H&K (Junior Events)	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£20.00	£16.67	Remove (never used) - 1 day rate as JH
PPNS	PP Non-Sport	£37.00	£30.83	£0.00	£33.33	20%	£6.67	£40.00	Hour	£40.00	£33.33	Double hourly rate
PPNS BH/AFTER 12AM	PP Non-Sport - BH/After 12am	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£20.00	£16.67	
PPS	PP Sport	£44.00	£36.67	£0.95	£37.62	20%	£7.52	£45.14	Month	£45.00	£37.50	
PPSTOR	PP Storage	£47.00	£39.17	£1.02	£40.19	20%	£8.04	£48.22	Booking	£48.00	£40.00	
SKITTLEALLEYDEL	Skittle Alley Delivery	£20.00	£16.67	£0.43	£17.10	20%	£3.42	£20.52	Item	£21.00	£17.50	Group as 1 staff hire charge - £21?
STAFF HIRE - ADMIN	Hire Fees - Administration Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£20.00	£16.67	
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£20.00	£16.67	
STAFF HIRE - LMAN	Hire Fees - Lengthyman	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£20.00	£16.67	
STAFF HIRE - GNDS	Hire Fees - Grounds Staff	£20.00	£16.67	£0.43	£17.10	20%	£3.42	£20.52	Hour	£21.00	£17.50	

Licence/Lease/Peppercorn - cannot be rounded

Jubilee Hall Car Park

- 2 hours parking
- Up to 3 hours
- Up to 4 hours
- Over 4 hours
- EV Charger Launch Fee
- EV Charger per KWH

£0.00	WCC £0.60	To be reviewed
£0.60	WCC £0.80	To be reviewed
£0.80	WCC £1.20	To be reviewed
£1.20	WCC £1.50	To be reviewed
£0.50	WCC £0.55 - £0.78	To be reviewed
£0.30		