



Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 21st January 2025 at 7:00pm

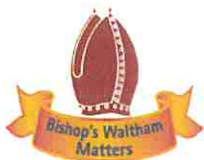
The meeting will be open to the public unless the Committee directs otherwise.
All papers/reports are available from the Council Offices (except where classified as confidential).

Agenda

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. Public Session – to last no longer than 30 minutes - *for information only*
5. To approve the minutes of the Halls & Grounds Committee - 17th December 2024
6. Actions arising from meeting 17th December 2024 - *for information only*
7. Estate Manager's Report - *for information*
8. Senior Groundsman's Report - *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports - *for information*
11. Grant Opportunities - *for information*
12. Play Area Safety Inspection Report Progress Update – *for consideration*
13. Southern Shared Pathway Project Update - *for consideration*
14. Priory Park Overflow Car Park Project Update – *for consideration*
15. Facilities Review Update - Priory Park Redesign – *for consideration*
16. Additional Battery Storage for Solar Generated Electricity for Jubilee Hall – *for consideration*
17. 2025/26 Halls and Grounds Hire Rates (Product Fee Increases) – *for consideration*
18. Report from Meeting with the Scouts Regarding Potential Building Project – *for consideration*
19. Requests for Future Agenda Items - *for information only*
20. Date of next meeting – 18th February 2025
21. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
22. Quotations for Water Monitoring Contract - *for consideration*
23. Quotations for Food Waste Contract for the Jubilee Hall – *for consideration*

C Wilkinson

Clerk to the Committee
15th January 2025



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 17th December 2024 at 7.00pm

Present:

Cllr Marsh
Cllr Pavey
Cllr Sherwood
Cllr Webb
Cllr Wilson

Chairman

In Attendance:

Mr Arthur
Mr Thorne
Mrs Wilkinson

Estates Manager
Project Manager
Committees Officer

Members of the Public:

0

HG203/24

To receive and accept apologies for non-attendance.

Councillor Latham – Family Commitments

Councillor Stallard – Family Commitments

Resolved: To accept apologies for non-attendance.

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour.

Mr Veck has also given his apologies.

HG204/24

To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

None relating to the business of the meeting.

HG205/24

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

None relating to the business of the meeting.

HG206/24

Public Session

The Communications Manager has created a poster to advertise that halls and had begun using social media to increase awareness of promote facilities available for hire.

HG207/24

To approve the minutes from the meeting of the Halls & Grounds Committee – 19th November 2024

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour who were present at the meeting.

HG208/24

Actions Arising from the meeting of the Halls & Grounds Committee – 19th November 2024

Noted.

HG209/24

Estate Manager's Report – for information

Work had commenced to repair the water leak in the Coronation Hall.

HG210/24

Senior Groundsman's Written Report

Hoping to complete play area actions that could be completed by the Grounds Team before the Christmas break.

HG211/24

Financial Position Year to Date

Noted.

- HG212/24 Capital Control and Ear Marked Reserves Reports**
Noted.
- HG213/24 Updates to Draft Budget 2025-2026 – for consideration**
The updates to the committee budget were noted that had been included in the overall council budget that had been approved by Full Council at the meeting held on the 10th December.
- HG214/24 Grant Opportunities**
Noted.
- HG215/24 Albany Road Play Area Update – for information**
Noted. This completed project would not be a standing agenda item going forward, any maintenance issues arising would be dealt with operationally were appropriate or brought to the Committee where appropriate.
- HG216/24 Southern Shared Pathway Project Update – for consideration**
Solutions to the problem areas of the path that had been eroded by rain were being investigated by the Project Manager.
Councillor Webb and the Executive Officer were continuing to liaise with Winchester City Council Planning department to pursue a crossing point on Tangier Lane.
Resolved: To note the tabled report and instruct the Project Manager to progress with finding solutions to address the areas of footpath eroded by rain and the change of level immediately before the bridge into Priory Park from Bosworth Gardens.
Proposed: Cllr Webb
Seconded: Cllr Sherwood
All in favour.
Action: Projects Manager
- HG217/24 Proposal for Sign at Victoria Road – for consideration**
Resolved: To approve the tabled draft design for a sign to be put up at the Council's green space on Victoria Road, to provide clarity of this area's purpose as a space for children's play and to be consistent with other emergency information displayed in other areas for play.
Proposed: Cllr Pavey
Seconded: Cllr Wilson
All in favour.
Action: Committees Officer
- HG218/24 Ratification of Expenditure to Install Outdoor Power Socket at Priory Park – for consideration**
Resolved: To request that the Finance, Policy and Resources Committee ratify the payment 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 Sherwood
All in favour.
Action: Committees Officer
- HG219/24 Dynamos Tournament Hire Request for Priory Park – for consideration**
This weekend was noted to be at the beginning of the school half term holiday.
Dynamos would be requested to marshal the car parking as they had the previous year and to make arrangements for the removal of all rubbish from the site.
A licence agreement and proposed fee would be brought to the Committee for consideration in due course.
A larger gap between morning and afternoon sessions would be requested to ease vehicle movements on site.
Resolved: To approve the proposed dates of Saturday 24th and Sunday 25th May for Dynamos' tournament conditional upon clarifying whether this might conflict with any bookings being held in the Clubhouse on the morning of Saturday 24th May.
Proposed: Cllr Webb
Seconded: Cllr Marsh
All in favour.

- HG220/24 Requests for Future Agenda Items**
Tree Condition Survey Quotations
- HG221/24 Date of next meeting – Tuesday 21st January 2025**
Noted.
- HG222/24 Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
- HG223/24 Facilities Review Update - for consideration**
Noted. A meeting would be held with the appointed architects in the new year.
- HG224/24 Potential Investment in Football Facilities - for consideration**
Noted. Further developments would be brought to the committee if any arose.
- HG225/24 Priory Park Overflow Car Park Project Update – for consideration**
The Committees Officer and Projects Manager were working with Priory Park users and nearby residents to minimise the inconvenience caused during the ground works.
Resolved:
i) To approve the updated quotation from ESC Surfacing Limited for the resurfacing and extension of the Priory Park Overflow Car Park.
ii) To approve the requested commencement date of Monday 6th January for the commencement of the construction phase of the project.
Proposed: Cllr Webb
Seconded: Cllr Marsh
All in favour.
- HG226/24 Replacement Benches for Hoe Road Tennis Courts – for consideration**
As this expenditure was unbudgeted, approval would be required from the Finance, Policy and Resources Committee.
Resolved: To recommend to the Finance, Policy and Resources Committee, the purchase of two adult-sized, Marmax Sturdy benches for the total cost of £404.00 (including the cost of delivery, but excluding VAT), for installation alongside the Hoe Road Recreation Ground tennis courts.
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- HG227/24 Quotations for Surfacing Under Jubilee Hall Youth Shelter– for consideration**
Resolved: To recommend to the Finance, Policy and Resources Committee that Infinity Playgrounds Ltd be appointed to install an Agriflex surface under the Jubilee Hall youth shelter at a price of £2,183.20.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour
- HG228/24 Jubilee Hall Gas Contract Quotations – for consideration**
Discussions by the Committee included the future gas usage at the Jubilee Hall building and the potential for prices to fluctuate was noted.
Resolved: To recommend to the Finance, Policy and Resources Committee that a new contract be signed with EDF for a one-year gas supply contract for the Jubilee Hall.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour

Action: Committees Officer

HG229/24 **Water Monitoring Contact – for consideration**
This agenda item had been withdrawn.

HG230/24 **SEE Grant and Quotations for Additional Battery Storage at the Jubilee Hall – for consideration**
Resolved: To accept the tabled contract, supplied by Cinergi Ltd for the installation of two additional Tesla Powerwall V2 batteries with secure external caging, at a price of £16,059.83.
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour

There being no further business the meeting closed at 8:46 pm.

DRAFT

Bishops Waltham Parish Council

Actions Arising following the Halls & Grounds Committee for meeting 17.12.24

	Minute Number	Subject	Action	Date for completion	Action by	Notes
1	HG14/21	BWPC publicity leaflet	BWPC publicity leaflet	Sep-21	AO/Bookings Clerk	In progress
3	HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
4	HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Priory Park, and Oak Road.
5	HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
6	HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	
7	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
9	HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
10	HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Webb	
11	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	April	Halls Manager	
12	HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	April	Clerk	
13	HG312/23	Southern Shared Pathway Update	Clear rubbish from ditch between allotments and Bishop's Meadow.	Complete	Senior Groundsman	
15	HG317/23	Memorial Tree	To coordinate planting with family who had requested the tree.	April	Clerk	
16	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for replacement gate at Churchill Avenue.	April	Clerk/Senior Groundsman	
17	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for repainting lines at Priory Park MUGA.	April	Clerk/Senior Groundsman	
18	HG318/23	Play Area Safety Inspect Report Update - Work Requiring Contractors	Gather quotations for surface under youth shelter.	Complete	Clerk/Senior Groundsman	See agenda item 25
22	HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May	Clerk	
23	HG362/23	Football Changing Room Facilities	To organise a meeting with Dynamos to explore interim measures.	Proposed for closure	Clerk	
24	HG007/24	Public Session - Rotten fence posts at Priory Meadow	Refer information to Senior Groundsman so that fence repairs can be agreed.	June	Clerk	
28	HG023/24	Correspondence - Request for Memorial Tree at Langton Road	Update the correspondent regarding the consideration planned against the draft policy	June	Clerk	
29	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	In progress	Clerk	2 quotations received thus far.
30	HG025/24	Montague Road Tree Survey	To apply to WCC for permission to carry out the recommended works on the oak tree covered by TPO1189T1.	June	Clerk	
32	HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	July	Clerk	
34	HG057/24	Memorial Tree and Bench Policy Draft	Identify example of suitable benches.	July	Cllr Pavey/Clerk	
35	HG057/24	Memorial Tree and Bench Policy Draft	To respond to the resident to grant the request and obtain more information about the memorial plaque and suggest an alternative variety of tree be proposed.	July	Clerk	
36	HG064/24	Allotments Fencing Update and Price Estimate	To update BWGC with Committee's agreement in principle and to seek funding for the unbudgeted project.	July	Clerk	Project funded in draft budget for 2025-26. Awaiting approval before confirming with BWGC
40	HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	August	Priory Park football pitch working group	
43	HG092/24	Water Safety Checks Quotations	Following completion for the risk assessments obtain additional quotation for water monitoring contract.	September	Clerk	
49	HG127/24	Grant Opportunities	Request more detailed feedback about unsuccessful grant application to Go Greener Fast Fund	Oct-24	Clerk	
52	HG134/24	Priory Park Parking Issues	Assess scale of parking issue at site during peak usage and report back to Committee	Oct-24	PP Car Parking Working Group	

53	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	Oct-24	Clerk	
54	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Write letter to parents attending activities emphasising need to drive and park responsibly	Oct-24	Clerk	
55	HG136/24	Correspondence - Montague Road Wildflower Area	Reply to correspondent to clarify designation of area in WCC Open Space Assessment	Oct-24	Clerk	
56	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
59	HG157/24	Albany Road Play Area Project Update	Create agenda item for addition of trees at the Albany Road play area for shade.	Nov-24	Cllr Pavey	
59	HG161/24	Winter Tennis Open Session Hours	Investigate automated locking systems for the Hoe Road tennis courts.	Nov-24	Cllr Pavey	Further consideration of wifi internet connection required.
59	HG166/24	Facilities Review Project Update	Confirm ownership of any building designs provided to the council under the quotations received.	Nov-24	Projects Manager	
59	HG169/24	Quotations for Hygiene Waste Contract	Bring information to H&G regarding proposals to increase the number of bins.	Nov-24	Estates Manager	
59	HG170/24	Quotations for Montague Road Tree Work	Supply quotations to FP&R to delegate selection of a contractor to undertake necessary work.	Nov-24	Clerk	Two quotations obtained
59	HG171/24	Replacement Benches for Hoe Road Tennis Courts	To supply options for backless benches to F,P&R for consideration.	Complete	Clerk	See agenda item 24
60	HG189/24	Traffic Calming Measures in Priory Park Car Park	To respond to correspondence.	Dec-24	Clerk	
61	HG189/24	Traffic Calming Measures in Priory Park Car Park	Purchase two speed bump warning signs	Complete	Projects Manager	Signs installed 11.12.24
62	HG190/24	Correspondence - Query Relating to Hoe Road Recreation Ground Football Pitch Charges	To recommend charge of £40 for junior teams to use Hoe Road Recreation Ground full size pitch	Dec-24	Clerk	
63	HG191/24	Play Park Inspection Report	Provide report to H&G regarding progress through action items and work requiring contractor input.	Dec-24	Senior Groundsman	
64	HG192/24	Bishop's Waltham Rotary Family Fun Day 2025 Hire Request	Confirm hire rate and progress with licence document for event. following approval of hire charges for 2025-26	Feb	Clerk	
65	HG196/24	Facilities Review - Architects' Quotations for Building Redesign	Recommend architectural firm to Full Council.	Complete	Clerk	Considered by Full Council 10.12.24
66	HG197/24	Priory Park Overflow Car Park Project Tenders	Continue with evaluation of tenders and make recommendation to Full Council.	Complete	PP Overflow Car Park Working Group	Considered by Full Council 10.12.24
67	HG201/24	Water Monitoring Contract	Pass Quotations to FP&R for consideration when third quote has been received.	Dec	Clerk	See agenda item 27
68	HG202/24	SEE Grant and Quotations for Additional Battery Storage at the Jubilee Hall	Update F,P&R about grant funding and pass on quotations gathered for application for consideration.	Complete	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 21st January 2025

Estates Manager's Report

General

New Gas Contract Jubilee Hall (26.01.25)
EICR remedial works completed (14.01.25)
Legionella risk assessment remedial works - visit by heating engineers (13.01.25).
CCTV/Alarm maintenance completed (27.12.25)
Maintenance planning for property, plant, and equipment with asset numbering ongoing.
Estates Team H&S training ongoing.

Bookings this month: Craft Market, Rotary meeting and meal, Tennis fitness session, 2 x children's Birthday parties, 80th Birthday party, Xmas family gathering, Photographic Society Xmas Social, Community Partnership meeting, BW Festival – Pantomime, Comedy Night and Disco, Church Celebration and Nativity, Inflatable Party Hire, Company photo shoot.

Jubilee Hall

Entrance paving repair (17.12.24)
Replacement of faulty gas boiler: Continuing to gather information on alternative heating solutions: Currently warm air heaters.
Review of JH H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.
1 future hirer visit.

Priory Park

Overflow car park works commenced (06.01.25)
Review of PP H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.

Hoe Road & Estates Shed

Contractor site visits ongoing to assess drainage/flooding issue outside Tractor Shed.
Review of HR & ES H&S (2022) and Fire Safety (2021) reports completed.

Coronation Hall

Underfloor H/W leak repair completed (16.12.24)
Montessori to pay for 2025 PAT testing (report to council).

Estates Manager
15.01.25



Halls and Grounds Committee – 21st January 2025

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

No vandalism to report.

We have completed the repairs and maintenance jobs we can do at this time of year resulting from the annual play area report, apart from a couple of items awaiting parts.

By the time of this meeting we will have completed the annual renovation of James's and the Queens Jubilee benches.

A couple of weekends of football were cancelled, once due to the storm, and once due to a heavy frost.

Parts of the bottom fence at Hoe Road has been reinforced with support posts.

We have been tidying up further remaining bits of hedge trimming.

A number of drain grills around the village have been cleared of debris.

Following a request from member of the public, we fabricated and fitted a metal grill on the bottom of the dog walking area fence at Hermitage to stop small dog escaping due to the gap.

Senior Groundsman
12.10.24

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Office Administration											
1081 Income - Bank Loyalty Reward	0	1	1	0	9	9	12			0.0%	
1085 Income - Non PC Recharge	0	0	0	358	0	(358)	0			0.0%	
1090 Income - Bank Interest	3,017	0	(3,017)	23,881	4,000	(19,881)	5,000			477.6%	
1093 Income - Lease/Licences Admin	0	0	0	280	260	(20)	260			107.7%	
1100 Income - Dead of Access	0	0	0	40	30	(10)	30			133.4%	
1255 Hire Fees - Staff	1,500	1,291	(209)	9,065	11,619	2,554	15,492			58.5%	
4000 Basic Salaries	(25,127)	21,194	(3,933)	(192,570)	190,746	383,316	(254,330)		61,760	75.7%	
4001 Overtime Payments	(519)	1,354	835	(7,308)	12,185	19,493	(16,247)		8,939	45.0%	
4002 Co Pension Contributions	(4,472)	4,825	353	(36,692)	43,425	80,117	(57,903)		21,211	63.4%	
4003 Co Nat'l Ins'nce Contributions	(2,179)	1,795	(384)	(16,552)	16,151	32,703	(21,536)		4,984	76.9%	
4005 Salaries Temporary Staff	0	0	0	(327)	0	327	0		(327)	0.0%	
4006 Staff Training Costs	(35)	0	(35)	(4,665)	1,500	6,165	(2,000)		(2,665)	233.3%	
4007 Staff Expenses	0	0	0	(297)	75	372	(100)		(197)	297.2%	
4011 Advertising - Staff Vacancies	0	0	0	0	0	0	(250)		250	0.0%	
4025 Office Supplies	(209)	125	(84)	(1,348)	1,125	2,473	(1,500)		152	89.9%	
4030 Photocopier Rental & Copies	(230)	0	(230)	(807)	750	1,557	(1,000)		193	80.7%	
4035 Postage	0	0	0	(43)	150	193	(150)		108	28.3%	
4044 IT/Telecoms Services/Support	(1,011)	1,050	39	(9,237)	9,450	18,687	(12,600)		3,363	73.3%	
4045 Membership - Admin Staff	0	0	0	(515)	299	814	(535)		20	96.2%	
4047 Rialtas Finance System	0	0	0	(1,775)	1,480	3,255	(1,480)		(295)	119.9%	
4049 Archive Storage	0	39	39	(497)	351	848	(468)		(29)	106.3%	
4090 Prof Fees - Internal Audit	0	0	0	(332)	640	972	(960)		628	34.6%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 Prof Fees - External Audit	0	0	0	(735)	1,121	1,856	(1,121)		386	65.6%	
4105 Prof Fees - Human Resources	0	0	0	(2,150)	250	2,400	(500)		(1,650)	430.0%	
4141 Safety, 1 st aid & PPE	0	0	0	(685)	1,000	1,685	(1,250)		565	54.8%	
4161 Bank Charges	(6)	15	9	(53)	135	188	(180)		127	29.7%	
4273 Contractor - Payroll Services	(40)	40	0	(360)	360	720	(480)		120	75.0%	
4321 Mtce - Admin Office	0	0	0	(255)	250	505	(500)		245	51.0%	
4338 Mtce - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
<u>105 General Council Administration</u>											
1095 Income - Mowing Licence	0	0	0	83	0	(83)	0			0.0%	
4010 Councillors Training Costs	0	0	0	(758)	400	1,158	(500)		(258)	151.7%	
4014 Councillors Expenses	0	0	0	(91)	75	166	(100)		9	90.8%	
4018 Councillors Annual Allowance	0	0	0	0	0	0	(1,680)		1,680	0.0%	
4019 Chairman Annual Allowance	0	0	0	0	0	0	(500)		500	0.0%	
4046 Membership - Parish Council	0	0	0	(1,821)	1,645	3,466	(1,645)		(176)	110.7%	
4073 Election Expenses	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4100 Prof Fees - Legal	0	0	0	(1,848)	250	2,098	(500)		(1,348)	369.5%	
4104 Prof Fees - Land Registry	0	3	3	0	27	27	(36)		36	0.0%	
4156 Insurance Premiums	0	0	0	(18,132)	12,578	30,710	(9,584)		(8,548)	189.2%	
4160 Loan Repayment - JH Car Park E	0	0	0	(5,642)	5,642	11,284	(11,284)		5,642	50.0%	
4271 Contractor - Street Lighting	0	0	0	(4,642)	6,750	11,392	(6,750)		2,108	68.8%	
4272 Contractor - Public Toilets	0	0	0	0	0	0	(3,009)		3,009	0.0%	
4276 Contractor - Dog Bins Svcing	(1,572)	1,360	(212)	(4,715)	4,080	8,795	(5,440)		725	86.7%	
4315 Materials - Dog Dispenser Bags	0	0	0	0	453	453	(604)		604	0.0%	

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Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 South Pond & Grounds</u>												
4270 Contractor - Aboricultural		0	0	0	(1,325)	800	2,125	(1,000)		(325)	132.5%	
<u>171 Morley Drive Area</u>												
1104 Land Lease - Morley Drive Area		0	0	0	4	4	(0)	4			101.0%	
<u>172 St Peter's Church</u>												
4280 Contractor - Grounds		0	0	0	(4,000)	4,000	8,000	(4,000)		0	100.0%	
<u>199 Capital - F.P & R</u>												
4350 Minor Assets		0	0	0	0	250	250	(500)		500	0.0%	
4408 Replace IT Equipment		0	0	0	(1,014)	0	1,014	(1,000)		(14)	101.4%	
<u>200 Grounds - General</u>												
4101 Prof Fees - Tree Surveys		0	0	0	(350)	0	350	0		(350)	0.0%	
4157 Vehicle ED & Insurance		0	0	0	(2,293)	6,991	9,284	(7,284)		4,991	31.5%	
4290 Contractor - Hedge Cutting		0	0	0	(2,800)	4,000	6,800	(4,000)		1,200	70.0%	
4295 Contractor - Ditch Clearance		0	0	0	(1,250)	0	1,250	0		(1,250)	0.0%	
4303 Fuel Charges - Tractors&Mowers	(159)	400	241	241	(2,269)	3,600	5,869	(4,800)		2,531	47.3%	
4304 Fuel Charges - PC Vehicles	(221)	400	179	179	(1,718)	3,600	5,318	(4,800)		3,082	35.8%	
4305 Op Costs - Tractors&Mowers	0	200	200	200	(1,007)	1,800	2,807	(2,400)		1,393	41.9%	
4306 Op Costs - P C Vehicles	0	500	500	500	(2,217)	4,500	6,717	(6,000)		3,783	36.9%	
4309 Materials - Cleaning	(15)	0	(15)	(15)	(83)	90	173	(120)		37	68.8%	
4310 Materials -Tools / Minor Items	(73)	0	(73)	(73)	(619)	750	1,369	-(1,000)		381	61.9%	
4311 Materials - Locks and Keys	(8)	0	(8)	(8)	(13)	0	13	(50)		37	26.3%	
4312 Materials - Ground Maintenance	(205)	0	(205)	(205)	(1,141)	1,875	3,016	(2,500)		1,359	45.7%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4313 Materials - Signage	(160)	0	(160)	(284)	0	284	0		(284)	0.0%	
4319 Materials - Lining Paint	0	0	0	(1,561)	0	1,561	0		(1,561)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	1	1	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,316	1,326	10	1,768			74.5%	
1211 Hire Fees - Grounds	0	0	0	2,077	935	(1,142)	935			222.2%	
1212 Hire Fees - Football Pitches	121	0	(121)	588	0	(588)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	(555)	850	1,405	(850)		295	65.3%	
4280 Contractor - Grounds	0	0	0	0	300	300	(300)		300	0.0%	
4296 Contractor - Electrical	0	0	0	(1,341)	0	1,341	0		(1,341)	0.0%	
4331 Mice - Car Parks	0	0	0	(495)	0	495	0		(495)	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	118	85	(33)	85			138.4%	
1151 Annual Hire - Football Pitches	4,726	794	(3,932)	8,967	4,764	(4,203)	7,146			125.5%	
1212 Hire Fees - Football Pitches	0	164	164	309	984	675	1,476			20.9%	
4270 Contractor - Aboricultural	0	0	0	(490)	3,500	3,990	(3,500)		3,010	14.0%	
4280 Contractor - Grounds	0	0	0	(9,050)	8,100	17,150	(8,500)		(550)	106.5%	
4295 Contractor - Ditch Clearance	0	0	0	0	400	400	(400)		400	0.0%	
4329 Mice - Fencing	0	0	0	0	0	0	(100)		100	0.0%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,576	1,129	(447)	1,129			139.6%	
4270 Contractor - Aboricultural	0	0	0	0	750	750	(750)		750	0.0%	

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4329 Mice - Fencing	0	0	0	0	0	0	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4270 Contractor - Arboricultural	0	0	0	0	850	850	(850)		850	0.0%	
<u>230 Halls/Buildings - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	35	0	(35)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4170 Advertising - Halls	0	0	0	0	500	500	(500)		500	0.0%	
4309 Materials - Cleaning	(176)	200	24	(1,022)	1,000	2,022	(1,200)		178	85.1%	
4310 Materials -Tools / Minor Items	(3)	0	(3)	(142)	75	217	(150)		8	94.5%	
4311 Materials - Locks and Keys	0	0	0	(68)	150	218	(300)		232	22.6%	
4313 Materials - Signage	0	0	0	(211)	150	361	(300)		89	70.5%	
4316 Materials - Kitchen Supplies	0	0	0	0	50	50	(100)		100	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	0	0	0	369	372	3	496			74.5%	
1132 Contract Hire - Rooms	0	0	0	4,711	4,746	35	6,328			74.4%	
1133 Contract Hire - Storage	0	0	0	77	78	1	104			74.0%	
1223 Hire Fees - Storage	19	0	(19)	169	0	(169)	0			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	(23)	100	123	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(600)	375	975	(375)		(225)	160.0%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	100	100	(644)	900	1,544	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	0	0	(60)	0	60	0		(60)	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4285 Contractor - Hygiene Waste	0	0	0	(95)	0	95	0		(95)	0.0%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtee - H & S Conformances	(491)	0	(491)	(520)	125	645	(250)		(270)	207.8%	
4332 Mtee - Fire/Security Sylems	(73)	100	27	(477)	900	1,377	(1,200)		723	39.8%	
4336 Mtee - Building Fabric	0	0	0	0	0	0	(500)		500	0.0%	
4337 Mtee - Building Services	(570)	0	(570)	(979)	0	979	(1,000)		21	97.9%	
4338 Mtee - Internal Decoration	0	0	0	(240)	0	240	(1,000)		760	24.0%	
4339 Mtee - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(74)	74	0	(662)	666	1,328	(740)		78	89.5%	
4343 Electricity	0	0	0	(1,396)	4,000	5,396	(6,500)		5,104	21.5%	
4345 Water	0	125	125	(730)	1,125	1,855	(1,500)		770	48.7%	
250 Priory Park Clubhouse											
1085 Income - Non PC Recharge	161	0	(161)	161	0	(161)	0			0.0%	
1158 Annual Hire - Rooms	646	109	(537)	1,176	654	(522)	981			119.9%	
1161 Annual Hire - Storage	285	48	(237)	519	288	(231)	432			120.1%	
1220 Hire Fees - Rooms	1,395	1,470	75	16,193	13,230	(2,963)	17,640			91.8%	
1223 Hire Fees - Storage	17	17	1	149	153	5	204			72.8%	
4102 Prof Fees - PAT Testing	0	0	0	(90)	75	165	(75)		(15)	120.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(720)	630	1,350	(630)		(90)	114.3%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(145)	250	395	(250)		105	58.1%	
4158 Premises Licence	0	0	0	(14)	21	35	(21)		7	66.7%	
4275 Contractor - Trade Waste	0	0	0	(1,054)	1,200	2,254	(1,200)		146	87.8%	

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4277 Contractor - Water Monitoring	0	100	100	(644)	900	1,544	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	100	100	(300)	500	800	(600)		300	50.0%	
4282 Contractor - Cleaning	(216)	350	134	(2,949)	3,150	6,099	(4,200)		1,251	70.2%	
4285 Contractor - Hygiene Waste	51	0	51	(1,178)	1,140	2,318	(1,140)		(38)	103.4%	
4307 Materials - Defib Equipment	0	0	0	0	0	0	(300)		300	0.0%	
4320 Mtce - H & S Conformances	(275)	0	(275)	(275)	125	400	(250)		(25)	110.0%	
4332 Mtce - Fire/Security Systems	(40)	84	44	(469)	748	1,217	(1,000)		531	46.9%	
4336 Mtce - Building Fabric	0	0	0	(1,460)	0	1,460	(500)		(960)	292.0%	
4337 Mtce - Building Services	(688)	0	(688)	(3,148)	0	3,148	(1,000)		(2,148)	314.8%	
4338 Mtce - Internal Decoration	0	0	0	(161)	0	161	(1,000)		839	16.1%	
4339 Mtce - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(254)	255	1	(2,291)	2,290	4,581	(2,545)		254	90.0%	
4343 Electricity	0	0	0	(151)	2,750	2,901	(4,500)		4,349	3.3%	
4344 Gas	(307)	550	243	(1,289)	1,550	2,839	(3,000)		1,711	43.0%	
4345 Water	0	150	150	(886)	450	1,336	(500)		(386)	177.3%	
260 The Jubilee Hall Building											
1087 Income - PAT Testing Recharge	0	0	0	23	100	78	100			22.5%	
1153 Annual Hire - Diamond Suite	331	400	69	2,845	3,600	755	4,800			59.3%	
1220 Hire Fees - Rooms	2,630	2,800	170	31,153	25,200	(5,953)	33,600			92.7%	
1225 Hire Fees - Kitchen	162	175	13	1,787	1,575	(212)	2,100			85.1%	
4102 Prof Fees - PAT Testing	0	0	0	(126)	360	486	(360)		234	35.0%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(960)	650	1,610	(650)		(310)	147.7%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	200	200	(200)		200	0.0%	

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4142 Performing Rights - Music Fees	0	0	0	(224)	0	224	(500)		276	44.8%	
4158 Premises Licence	0	0	0	(14)	21	35	(21)		7	66.7%	
4275 Contractor - Trade Waste	(26)	35	9	(2,636)	2,645	5,281	(2,750)		114	95.9%	
4277 Contractor - Water Monitoring	0	100	100	(644)	900	1,544	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	120	120	(360)	600	960	(720)		360	50.0%	
4282 Contractor - Cleaning	0	750	750	(1,140)	750	1,890	(750)		(390)	152.0%	
4285 Contractor - Hygiene Waste	119	0	119	(2,002)	1,972	3,974	(1,972)		(30)	101.5%	
4307 Materials - Defib Equipment	0	0	0	(150)	0	150	(300)		150	50.0%	
4316 Materials - Kitchen Supplies	0	0	0	(75)	0	75	0		(75)	0.0%	
4320 Mice - H & S Conformances	(323)	0	(323)	(386)	250	636	(500)		114	77.2%	
4332 Mice - Fire/Security Systems	(40)	68	28	(735)	596	1,331	(800)		66	91.8%	
4336 Mice - Building Fabric	0	0	0	(5)	0	5	(500)		495	1.1%	
4337 Mice - Building Services	(492)	0	(492)	(3,094)	0	3,094	(1,000)		(2,094)	309.4%	
4338 Mice - Internal Decoration	0	0	0	0	0	0	(1,000)		1,000	0.0%	
4339 Mice - External Decoration	0	0	0	0	0	0	(500)		500	0.0%	
4341 Non Domestic Rates	(735)	668	(67)	(6,613)	6,012	12,625	(6,680)		67	99.0%	
4343 Electricity	0	1,000	1,000	(2,591)	4,500	7,091	(6,500)		3,909	39.9%	
4344 Gas	(1,355)	850	(505)	(5,324)	4,800	10,124	(8,900)		3,576	59.8%	
4345 Water	(332)	0	(332)	(1,008)	690	1,698	(920)		(88)	109.5%	
261 Jubilee Hall Car Park & Ground											
1088 Income - Electric Charge M/C's	0	0	0	969	750	(219)	1,000			96.9%	
1089 Income - Car Parking M/C's	688	115	(573)	2,760	1,035	(1,725)	1,380			200.0%	
1152 Annual Hire - Season Tickets	0	0	0	1,375	406	(969)	1,138			120.8%	

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1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	(156)	185	29	(1,567)	1,665	3,232	(2,220)		653	70.6%	
4270 Contractor - Aboricultural	0	0	0	(650)	350	1,000	(350)		(300)	185.7%	
4281 Contractor - Window Cleaning	0	40	40	(80)	200	280	(240)		160	33.3%	
4286 Contractor - Car Park Tickets	0	0	0	(178)	150	328	(300)		122	59.5%	
4287 Contractor - E'tric Charge Mac	0	0	0	(240)	150	390	(150)		(90)	160.0%	
4325 Mtce - Car Park Ticket M/c's	0	197	197	(755)	591	1,346	(788)		33	95.8%	
4329 Mtce - Fencing	0	0	0	0	0	0	(250)		250	0.0%	
4341 Non Domestic Rates	(275)	825	550	(1,807)	7,427	9,234	(8,252)		6,445	21.9%	
4343 Electricity	(56)	55	(1)	(737)	587	1,324	(712)		(25)	103.5%	
<u>270 Well House</u>											
4337 Mtce - Building Services	0	0	0	(302)	0	302	0		(302)	0.0%	
4341 Non Domestic Rates	(329)	0	(329)	(1,975)	0	1,975	0		(1,975)	0.0%	
4343 Electricity	(25)	0	(25)	(466)	0	466	0		(466)	0.0%	
4344 Gas	(85)	0	(85)	(273)	0	273	0		(273)	0.0%	
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	450	450	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	5,175	4,500	(675)	6,000			86.3%	
1133 Contract Hire - Storage	0	25	25	0	225	225	300			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	0	100	100	(100)		100	0.0%	
4106 Prof Fees - Hardware Inspctions	0	0	0	0	375	375	(375)		375	0.0%	
4109 Prof Fees - H&S Bldg Report	0	0	0	0	0	0	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	104	104	(414)	769	1,183	(1,000)		586	41.4%	

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4281 Contractor - Window Cleaning	0	0	0	(50)	0	50	0		(50)	0.0%	
4320 Mtce - H & S Conformances	(445)	0	(445)	(655)	125	780	(250)		(405)	261.9%	
4332 Mtce - Fire/Security Systems	0	100	100	(130)	900	1,030	(1,200)		1,070	10.8%	
4336 Mtce - Building Fabric	0	0	0	(356)	0	356	(500)		144	71.3%	
4337 Mtce - Building Services	0	0	0	(1,029)	0	1,029	(1,000)		(29)	102.9%	
4338 Mtce - Internal Decoration	(1,855)	0	(1,855)	(1,855)	0	1,855	(1,000)		(855)	185.5%	
4339 Mtce - External Decoration	0	0	0	(50)	0	50	(500)		450	10.0%	
4341 Non Domestic Rates	0	74	74	0	662	662	(736)		736	0.0%	
4343 Electricity	(396)	0	(396)	(1,183)	2,750	3,933	(4,500)		3,317	26.3%	
4344 Gas	(1,049)	550	(499)	(1,659)	1,550	3,209	(3,000)		1,341	55.3%	
4345 Water	0	125	125	0	1,125	1,125	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - PAT Testing	0	0	0	(90)	150	240	(150)		60	60.0%	
4106 Prof Fees - Hardwire Inspections	0	0	0	(300)	190	490	(190)		(110)	157.9%	
4274 Contractor - Waste Skip Hire	(486)	455	(31)	(2,716)	2,275	4,991	(2,730)		15	99.5%	
4277 Contractor - Water Monitoring	0	0	0	(88)	0	88	0		(88)	0.0%	
4332 Mtce - Fire/Security Systems	0	45	45	(242)	365	607	(500)		258	48.5%	
4336 Mtce - Building Fabric	0	0	0	0	0	0	(250)		250	0.0%	
4337 Mtce - Building Services	0	0	0	(145)	0	145	(500)		355	29.0%	
4343 Electricity	0	0	0	(711)	3,500	4,211	(6,000)		5,289	11.8%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - H&S Bldg Report	0	0	0	(700)	850	1,550	(850)		150	82.4%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	145	350	(145)		(60)	141.7%	

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4270 Contractor - Arboricultural	0	0	0	(3,150)	3,500	6,650	(3,500)		350	90.0%	
4280 Contractor - Grounds	0	0	0	(2,303)	3,000	5,303	(3,000)		697	76.8%	
4313 Materials - Signage	0	0	0	(278)	150	428	(300)		22	92.6%	
4320 Mtce - H & S Conformances	0	0	0	(278)	1,000	1,278	(2,000)		1,722	13.9%	
4327 Mtce - Play & Leisure Equipmnt	0	0	0	(525)	3,375	3,900	(4,500)		3,975	11.7%	
4329 Mtce - Fencing	0	0	0	0	500	500	(1,000)		1,000	0.0%	
<u>299 Capital - Halls & Grounds</u>											
1079 Income - Compensation	0	0	0	250	0	(250)	0			0.0%	
1336 WCC CIL Funding 2024-25	0	0	0	40,000	40,000	0	40,000			100.0%	40,000
1368 WCC Open Space Fund	0	0	0	19,637	18,797	(840)	18,797			104.5%	19,637
4350 Minor Assets	0	0	0	(2,793)	2,500	5,293	(2,500)		(293)	111.7%	
4364 Southern Footpath Cycleway	0	0	0	(6,146)	0	6,146	0		(6,146)	0.0%	6,146
4386 Floor Polisher PP	0	0	0	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
4390 Replace Skate Park	(17,066)	0	(17,066)	(77,271)	0	77,271	0		(77,271)	0.0%	75,881
4393 Solar Panels on JH Roof	0	0	0	(62,149)	99,750	161,899	(99,750)		37,601	62.3%	62,149
4398 Resurface Play Areas	0	0	0	0	0	0	(2,000)		2,000	0.0%	
4410 Replace Play Area Equipment	0	0	0	0	0	0	(4,000)		4,000	0.0%	
4412 Resurface Car Parks	0	0	0	0	0	0	(2,500)		2,500	0.0%	
4414 Bldings Replace /Refurb	0	0	0	0	0	0	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	0	0	0	(4,900)	6,000	10,900	(8,000)		3,100	61.3%	4,900
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	2,500	2,500	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	0	0	0	(3,311)	0	3,311	0		(3,311)	0.0%	3,311
4422 Replace Paving Stones (JH)	(252)	0	(252)	(252)	2,500	2,752	(2,500)		2,248	10.1%	

Continued over page

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4423 EV Chargers	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4432 Montague rd Play Areas	0	0	0	(2,911)	0	2,911	0		(2,911)	0.0%	2,911
4450 Extend Parking PP	(89,500)	0	(89,500)	(98,350)	0	98,350	0		(98,350)	0.0%	98,350
4484 Stackable Chairs (JH)	0	0	0	(874)	0	874	0		(874)	0.0%	874
4487 Building Maintenance	0	0	0	0	18,500	18,500	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	0	0	0	(75,668)	78,198	153,866	(78,198)		2,530	96.8%	75,668
<u>310 Community & Environment</u>											
1082 Income - Events	0	0	0	0	100	100	100			0.0%	
1325 Grant - WCC Skate Jam	0	0	0	1,000	0	(1,000)	0			0.0%	
1332 Award - H&IOW VofTY Prize	0	0	0	100	0	(100)	0			0.0%	
4041 Website Hosting & Support	(65)	65	0	(413)	3,315	3,728	(3,615)		3,203	11.4%	
4121 Grants - General (GPC)	0	0	0	(6,450)	8,500	14,950	(8,500)		2,050	75.9%	
4126 Grants - General (Section 137)	0	0	0	(2,050)	0	2,050	0		(2,050)	0.0%	
4171 Community Newsletter	0	0	0	376	2,850	2,474	(4,300)		4,676	(8.7%)	
4175 Leaflets - Guides	0	0	0	0	0	0	(650)		650	0.0%	
4200 Costs - Annual Parish Meeting	0	0	0	(286)	0	286	(1,200)		914	23.8%	
4201 Costs - Party in the Park	0	0	0	(2,873)	3,000	5,873	(3,000)		127	95.8%	
4202 Costs - B W Carnival	(30)	0	(30)	(65)	100	165	(100)		35	65.0%	
4203 Costs - Remembrance Day Events	0	0	0	(333)	600	933	(600)		267	55.5%	
4205 Costs - B W Clean Up Events	0	0	0	(76)	40	116	(80)		4	95.3%	
4206 Costs - Volunteer Social Event	0	0	0	0	200	200	(200)		200	0.0%	
4207 Costs - National Events	0	0	0	(109)	200	309	(200)		91	54.5%	
4209 Costs - Miscellaneous Events	0	0	0	(143)	0	143	(250)		107	57.2%	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Costs - Environmental Initiatives	0	0	0	(300)	150	450	(300)		0	100.0%	
4231 Costs - Environmental Event	0	0	0	0	50	50	(100)		100	0.0%	
4232 Costs - Skate Jam Event	0	0	0	(1,014)	0	1,014	0		(1,014)	0.0%	
4322 Mtce - Notice Boards	0	0	0	(40)	100	140	(200)		160	20.0%	
4323 Mtce - Telephone Box	0	0	0	0	50	50	(100)		100	0.0%	
<u>399 Capital - Community & Environm</u>											
1085 Income - Non PC Recharge	141	0	(141)	141	0	(141)	0			0.0%	
4350 Minor Assets	0	0	0	(290)	250	540	(500)		210	58.1%	
<u>400 Planning & Highways</u>											
4143 Community Payback Scheme	0	0	0	0	0	0	(100)		100	0.0%	
4254 Costs - Highways Schemes	(326)	0	(326)	(326)	0	326	0		(326)	0.0%	
4324 Mtce - Bus Shelters	0	0	0	(840)	250	1,090	(500)		(340)	168.0%	
4330 Mtce - Town Clock	0	0	0	0	150	150	(150)		150	0.0%	
4333 Mtce - Footpaths & Cycleways	0	0	0	(990)	500	1,490	(1,000)		10	99.0%	
4334 Mtce - Street Furniture	(495)	0	(495)	(495)	300	795	(300)		(195)	185.0%	
4335 Mtce - S I D	0	0	0	(395)	0	395	(250)		(145)	158.1%	
<u>499 Capital - Planning & Highways</u>											
1302 Grant - Stiles / Kissing Gates	0	0	0	600	500	(100)	500			120.0%	
1331 Grant - HCC SID	0	0	0	5,000	0	(5,000)	0			0.0%	
1338 Grant - HCC CAPDP F'path Tools	555	0	(555)	555	0	(555)	0			0.0%	
4350 Minor Assets	(825)	0	(825)	(825)	250	1,075	(500)		(325)	165.1%	
4375 Speed Indicator Device (ES)	0	0	0	(3,749)	0	3,749	0		(3,749)	0.0%	
4403 Street Furniture	(428)	0	(428)	(428)	1,000	1,428	(1,000)		572	42.8%	

Continued over page

Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4404 Stiles / Kissing Gates	0	0	0	(484)	500	984	(500)		16	96.7%	
800 <u>West Hoe Cemetery</u>											
4140 Op Costs - W H Cemetery	0	0	0	(9,000)	6,000	15,000	(12,000)		3,000	75.0%	
900 <u>Funding/Receipts</u>											
1337 WCC S106 Funding 2024-25	0	0	0	0	30,022	30,022	30,022			0.0%	
1345 WCC CIL Receipts 2023-24	0	0	0	30,022	0	(30,022)	0			0.0%	30,022
1353 SDNPA CIL Receipts 2023- 24	0	0	0	661	0	(661)	0			0.0%	661
1354 SDNPA CIL Receipts 2024-25	0	0	0	4,552	331	(4,221)	331			1375.1%	4,552
950 <u>Precept Funding</u>											
1076 Income - Precept Charge	0	0	0	592,822	592,822	0	592,822			100.0%	
Grand Totals:- Income	16,968	7,960	(9,008)	813,683	765,125	(48,558)	793,158			102.6%	
Expenditure	156,683	41,899	(114,784)	799,911	699,969	(99,942)	892,456	0	92,545	89.6%	
Net Income over Expenditure	(139,715)	(33,939)	105,776	13,773	65,156	51,384	(99,298)				
plus Transfer from EMR	105,176			331,356							
less Transfer to EMR	0			94,872							
Movement to/(from) Gen Reserve	(34,539)			250,256							

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 9

	Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
Income	1079	Income - Compensation	Dec	0	0	0	250	0	Total Gas & 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
	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 Albard 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	59,887	123,110	
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	Feb	0	0	0	0	33,500	EMR 330
	4368	Replace Topper/Mower	Feb	0	0	0	0	17,150	EMR 340
	4386	Floor Polisher PP	-	0	0	0	1,166	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Dec	0	0	0	77,271	0	EMR 374
	4393	Solar Panels On Roof (JH)	Jul/Aug	99,750	99,750	0	62,149	0	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	Costs - 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	89,195	
EMR Movements				154,651	154,651	0	271,719	(36,415)	
		Total Net Committee Expenditures		7,500	0	7,500	4,185	2,500	

Ear Marked Reserves
2024-2025

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual 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	£506	£0	£42
316	EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
317	EMR - Allotment Fencing - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
318	EMR - Coronation Hall Renovations - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
320	EMR - Replace Pick up Truck - PC	£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	£33,500	£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	£11,000
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£17,150	£0	£0	£0	£6,350
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
350	EMR - Bldings Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,545	£0	£0	£0	£72,455
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£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 - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000
359	EMR - HR Drainage - PC	£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	£16,060	£0	£0	£334
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£54,678	£0	£0	£3,450	£0	£0	£0	£8,850	£0	£89,500	£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	£0	£0	£0	£0	£0	£1,878
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£18,500	£0	£0	£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	£23,598	£34,115	£7,282	£0	£105,176	£21,975	£34,560	£113,069	£99,298	£359,313

Approved transfers
PC321/231
PC347/23



Halls and Grounds Committee – 21st January 2025

11. Grant Opportunities – *for information*

Grant applications submitted by Committees (no updates further to last month's report):

Grant Scheme	Purpose – Committee	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	£49k Granted (WCC has recently sealed this agreement document so funds are now available to BWPC)
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (scheme opening again later this year).
District Small Grants Scheme (WCC)	Skate Jam - CEC	Granted.
SEE Powering Communities to Net Zero Fund	Battery storage at Jubilee Hall	Granted. See agenda item 28 for further information.

Proposal: To note the above.

Committees Officer 16.01.25



Halls and Grounds Committee – 21st January 2025

12. Play Area Safety Inspection Report Progress Update

- *for consideration*

Remaining repairs and/or equipment/parts required

We have completed most of the repairs or adjustments that were highlighted in the annual report that was supplied to BWPC in November 2024. The few remaining jobs require either replacement parts or dry weather to complete. Other than that, it is a case of monitoring some things. We have also moss treated various areas and will do more of this as necessary.

There are also a few recommendations I have made for replacement items. See below.

All of the items that were highlighted in the report were either low or very low risk, which is a further improvement on last year.

Below are the remaining items to be dealt with.

Blanchard Road

1 x Replacement Bow Top fence panel required

Churchill Avenue

Some wet pour repairs to be done by grounds staff.

Power wash play surfacing.

Recommend replacement of old-style entrance gate.

Brass bush and nut cover caps to order.

Anti bird spikes for swing tops to order and fit.

Claylands Road

Anti bird spikes for swing tops to order and fit.

Replace one swing seat.

Power wash some items.

Hoe Road

Re – tape worn ropes on Climber Frame net – Replacement needed at some stage.

Some small re-painting jobs.



Jubilee Hall

Recommend Rhino Mulch around bench in corner.

Recommend replacement of old-style entrance gate.

Montague Road/Pondside

Build up soil and seed around path edges.

Oak Road

Paint Ball Shoot and Multi Play chains.

Clean and tidy edges of Ball Shoot

Priory Park

Paint Picnic Table, and top of Basket Swing.

Recommend Bin at entrance gate replacement.

Priory Park MUGA

Build up soil and seed at entrance gate.

Information sign needs updating.

Priory Park Outdoor Gym

Nothing required.

Albany Road

Nothing required.

Proposal: To note the above and make relevant recommendations.

Senior Groundsman 06.01.25



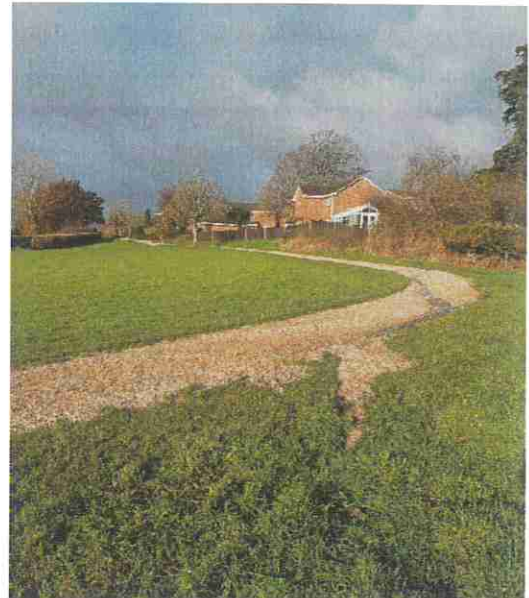
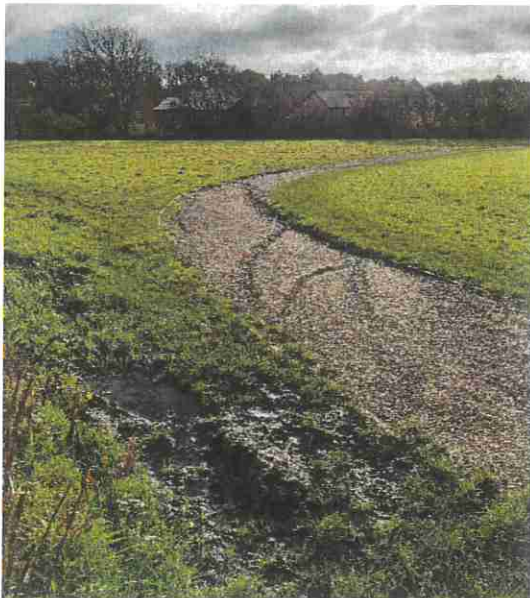
Halls and Grounds Committee – 21st January 2025

13. Southern Shared Pathway Project Update

– for consideration

Phase 4 Update

- We are still awaiting funding to purchase the lecterns that will house the route maps that show the shared footpath layout.
- Ideas and prices are being sought to resolve the 'wash away' areas in the Priory Park section of pathway (shown below)



- A permanent fix for the footbridge (shown below) potential trip hazard has yet to be established.



Proposal: To note the above and make relevant recommendations.



Halls and Grounds Committee – 21st January 2025

14. Priory Park Overflow Car Park Project Update

- *for consideration*

Background

- At the previous Halls and Grounds Committee meeting (Dec 17th) it was approved that the contractor could start this project on Monday 6th January.

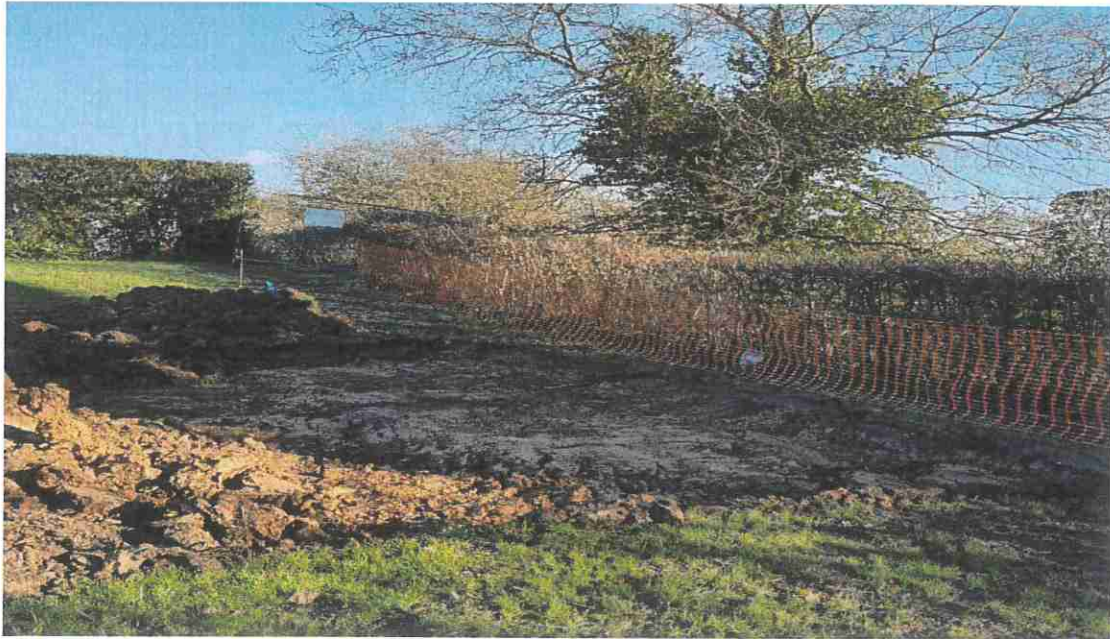
Current Status

- An onsite meeting with the contractor took place at 09.00 hrs prior to the commencement of work.
- The project is now fully under way (see images below) and is progressing to the timing plan.





- The ground excavation in front of the poplar trees (T1 & T2 in the arboriculturist's survey) showed no sign of any root exposure at that level. See image below.



- The project completion should be well within the original target date set – week ending 31st January.
- At the Full Council meeting held on the 14th January, Council resolved not to install a gate or barrier at the entrance to the overflow car park.
- The Green Manager of the Bowling Club has requested whether it would be possible to improve the surface of the grassed area between the access gates onto the overflow car park, and the patch of tarmac being installed in line with the gates (within the bounds of the car park). The contractor is aware of this request and has been asked to consider using any surplus materials to improve the durability of this area to minimise wear from deliveries and such.

Proposal: To note the above and make relevant recommendations.

Project Manager 15.01.25



Halls and Grounds Committee – 21st January 2025

15. Facilities Review Update – Priory Park Redesign - *for consideration*

Background

- Following on from the meeting of Full Council on 10.12.24 – AXIS were appointed as the architect to take the project through the RIBA stages 0-2.

Current Status

- A project start-up meeting is planned to take place on Monday 20th January with members of the architect's team and the Council's working group in attendance. A verbal update regarding this meeting will be given at the committee meeting and meeting notes will be included in the committee's February meeting papers.

Proposal: To note the above and make relevant recommendations.

Project Manager 15.01.25



Halls and Grounds Committee – 21st January 2025

16. Additional Battery Storage for Solar Generated Electricity for Jubilee Hall – *for consideration*

The contract for this work has now been signed and the Council have been provided with the provisional timeframe of the week commencing 27th January for the work to be undertaken. The deposit payment is yet to be paid at the point of writing.

The contractor has informed the council the original DNO permission for the solar panels covers the installation of the 2 additional batteries. As such, no additional approval is being sought.

Proposal: To note the above and approve the provisional timeframe of the week commencing 27th January for the installation of the additional battery storage at the Jubilee Hall.

Committees Officer
16.01.25



Halls and Grounds Committee – 21st January 2025

17. 2025/26 Hall and Grounds Hire Rates (Product Fee Increases) *– for consideration*

The Committee is requested to consider the proposed hire rates to be charged from April 1st 2025 to March 31st 2026.

The suggested rates overleaf were arrived at by applying the rate of 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, which is based on the previous 12 months).

Please consider, in particular, items with notes formatted in **red**.

Proposal:

- i) **To consider the proposed Halls and Grounds hire rates for 2025/26 overleaf.**
- ii) **To agree any changes as required before forwarding the proposed rates to the Finance, Policy and Resources Committee for approval.**

Finance Manager
15.01.25

Product Fee Increases 2025-2026

Code	Description	(Rounded)			Dec-24 CPI 2.6%	2025-26			VAT Value	VAT	(Rounded)			Qty Unit	2025-26			Notes
		Total Inc	Net Selling Price	VAT		Net Selling Price	VAT	Total			Total Inc	Net Selling Price	VAT		Total Inc	Net Selling Price	VAT	
6MTH PREMIUMIST	6 Month Premium Season Ticket	£210.00	£175.00	£175.00	£4.55	£179.55	20%	£215.46	£35.91	20%	£215.00	£179.17	£35.83	6 Months	£215.00	£179.17	£35.83	WCC £150 (£75 per quarter)
6MTH STANDARD	6 Month Standard Season Ticket	£150.00	£125.00	£125.00	£3.25	£128.25	20%	£153.90	£25.65	20%	£153.00	£128.33	£25.67	6 Months	£153.00	£128.33	£25.67	WCC £150 (£75 per quarter)
12MTH PREMIUMIST	12 Month Premium Season Ticket	£370.00	£308.33	£308.33	£8.02	£316.35	20%	£379.62	£63.27	20%	£380.00	£316.67	£63.33	12 Months	£380.00	£316.67	£63.33	WCC £275
12MTH STANDARD	12 Month Standard Season Ticket	£250.00	£208.33	£208.33	£5.42	£213.75	20%	£256.50	£42.75	20%	£257.00	£214.17	£42.83	12 Months	£257.00	£214.17	£42.83	WCC £275
BUSINESS	12 Month Business Season Ticket/s																	To consider
ADMIN FEE	Administration Fee	£24.00	£20.00	£20.00	£0.00	£20.00	20%	£24.00	£4.00	20%	£24.00	£20.00	£4.00	Item	£24.00	£20.00	£4.00	Set charge
ADMIN FEE LEASES	Administration Fee Leases	£24.00	£20.00	£20.00	£0.00	£20.00	20%	£24.00	£4.00	20%	£24.00	£20.00	£4.00	Item	£24.00	£20.00	£4.00	Set charge
ADMIN FEE LICENCES	Administration Fee - Temp Licences	£6.00	£5.00	£5.00	£0.00	£5.00	20%	£6.00	£1.00	20%	£6.00	£5.00	£1.00	Item	£6.00	£5.00	£1.00	Set charge
ANNUAL-SEASON-TICKET	Annual Season Ticket - JHP	£6.00	£6.00	£6.00	£0.00	£6.00	20%	£6.00	£0.00	20%	£6.00	£6.00	£0.00	Year	£6.00	£6.00	£0.00	Season tickets charges adjusted in 24/25 - see above
CONT - ACTIVE AC	Contract Hire - 2 Tennis Courts	£526.54	£438.78	£438.78	£11.41	£450.19	20%	£540.23	£90.04	20%	£540.23	£450.19	£90.04	Quarter	£540.23	£450.19	£90.04	
CONT - CH	Contract Hire - Coronation Hall	£575.00	£575.00	£575.00	£14.95	£589.95	0%	£589.95	£0.00	0%	£589.95	£589.95	£0.00	Month	£589.95	£589.95	£0.00	
CONT - HRROOM -LP	Contract Hire - Rooms - LILYPAD	£1,884.20	£1,570.17	£1,570.17	£40.82	£1,610.99	20%	£1,932.20	£362.03	20%	£1,933.19	£1,610.99	£322.20	Quarter	£1,933.19	£1,610.99	£322.20	
CONT - HRSTORE - LP	Contract Hire - Storage - LILYPAD	£30.78	£25.65	£25.65	£0.67	£26.32	20%	£31.58	£5.26	20%	£31.58	£26.32	£5.26	Quarter	£31.58	£26.32	£5.26	
CONT - KITCHEN - HR	Contract Hire - Kitchen - LILYPAD	£147.78	£121.15	£121.15	£3.20	£126.35	20%	£151.62	£25.27	20%	£151.62	£126.35	£25.27	Quarter	£151.62	£126.35	£25.27	
CONT - CA	Contract Hire - Well House	£0.00	£0.00	£0.00	£0.00	£0.00	0%	£0.00	£0.00	0%	£0.00	£0.00	£0.00	Quarter	£0.00	£0.00	£0.00	Not currently used
DEEDOFACCESS	Deed of Access	£10.00	£10.00	£10.00	£0.00	£10.00	0%	£10.00	£0.00	0%	£10.00	£10.00	£0.00	Item	£10.00	£10.00	£0.00	Set charge
FBHIRE - HRGD - JNR	Hire Football Pitch - H rd - Junior	£33.33	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Pitch	£41.04	£34.17	£6.87	
FBHIRE - HRGD - MIN	Hire Football Pitch - H rd - Mini	£17.00	£14.17	£14.17	£0.37	£14.54	20%	£17.44	£2.91	20%	£17.44	£15.00	£2.44	Pitch	£17.44	£15.00	£2.44	
FBHIRE - HRGD - SNR	Hire Football Pitches - H rd - Senior	£79.00	£65.83	£65.83	£1.71	£67.55	20%	£81.05	£13.51	20%	£81.05	£67.50	£13.55	Pitch	£81.05	£67.50	£13.55	
FBHIRE - HRGM - JNR	Hire Changing Rooms - H rd - Junior	£18.00	£15.00	£15.00	£0.39	£15.39	20%	£18.47	£3.08	20%	£18.47	£15.83	£2.64	Booking	£18.47	£15.83	£2.64	
FBHIRE - HRGM - SNR	Hire Changing Rooms - H rd - Senior	£30.00	£25.00	£25.00	£0.65	£25.65	20%	£30.78	£5.13	20%	£30.78	£25.83	£4.95	Booking	£30.78	£25.83	£4.95	
HIRE - HR - GD - CAR	Hire - Hoe Road Grounds - Carnival	£937.00	£780.83	£780.83	£20.30	£801.14	20%	£961.36	£160.23	20%	£961.36	£800.83	£160.53	Event	£961.36	£800.83	£160.53	
HIRE - HR - GD - FWK	Hire - Hoe Road Grounds - Fireworks	£177.00	£147.50	£147.50	£3.84	£151.34	20%	£181.60	£30.27	20%	£181.60	£151.67	£29.93	Event	£181.60	£151.67	£29.93	Review for consistency
HIRE - HR - GARDEN	Hire - Hoe Road Grounds - Garden Fire	£937.00	£780.83	£780.83	£20.30	£801.14	20%	£961.36	£160.23	20%	£961.36	£800.83	£160.53	Event	£961.36	£800.83	£160.53	
HIRE - JH - GD - EVE	Hire - Jubilee Hall Grounds - Event	£40.00	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Event	£41.04	£34.17	£6.87	
HRKITP	Hoe Road Pavilion - Kitchen	£11.00	£9.17	£9.17	£0.24	£9.41	20%	£11.29	£1.88	20%	£11.29	£10.00	£1.29	Booking	£11.29	£10.00	£1.29	
HRMOPNS	Hoe Road Pavilion	£18.00	£15.00	£15.00	£0.39	£15.39	20%	£18.47	£3.08	20%	£18.47	£15.83	£2.64	Hour	£18.47	£15.83	£2.64	
HRSTORE	HR Storage	£51.00	£42.50	£42.50	£1.11	£43.61	20%	£52.33	£8.72	20%	£52.33	£43.33	£9.00	Month	£52.00	£43.33	£8.67	
JHC	JH Caretaker Cleaning	£29.00	£24.17	£24.17	£0.63	£24.80	20%	£29.75	£4.96	20%	£29.75	£25.00	£4.75	Booking	£29.00	£25.00	£4.00	
JHDAY	JH Day Rate	£576.00	£480.00	£480.00	£12.48	£492.48	20%	£590.98	£98.50	20%	£591.00	£492.50	£98.50	Day	£591.00	£492.50	£98.50	Review: 16hrs hire 8am to midnight is £459.68+VAT
JHG NS	JH Gold Non-Sport	£28.00	£23.33	£23.33	£0.61	£23.94	20%	£28.73	£4.79	20%	£28.73	£24.17	£4.56	Hour	£29.00	£24.17	£4.83	Double hourly rate
JHG NS BH/AFTER 12AM	JH Gold Non-Sport - BH/After 12am	£53.00	£44.17	£44.17	£0.60	£44.77	20%	£53.00	£8.83	20%	£53.00	£44.17	£8.83	Hour	£58.00	£48.33	£9.67	
JHGS	JH Gold Sport	£28.00	£23.33	£23.33	£0.61	£23.94	20%	£28.73	£4.79	20%	£28.73	£24.17	£4.56	Hour	£29.00	£24.17	£4.83	
JHKC	JH Kitchen Catering	£18.00	£15.00	£15.00	£0.39	£15.39	20%	£18.47	£3.08	20%	£18.47	£15.83	£2.64	Booking	£19.00	£15.83	£3.17	
JHKL	JH Kitchen Light	£11.00	£9.17	£9.17	£0.24	£9.41	20%	£11.29	£1.88	20%	£11.29	£10.00	£1.29	Booking	£12.00	£10.00	£2.00	
JHRNS	JH RUBY Non-Sport	£18.00	£15.00	£15.00	£0.39	£15.39	20%	£18.47	£3.08	20%	£18.47	£15.83	£2.64	Hour	£19.00	£15.83	£3.17	
JHRNS BH/AFTER 12AM	JH RUBY Non-Sport - BH/After 12AM	£34.00	£28.33	£28.33	£0.00	£31.67	20%	£38.00	£6.33	20%	£38.00	£31.67	£6.33	Hour	£38.00	£31.67	£6.33	Double hourly rate
JHRS	JH RUBY Sport	£18.00	£15.00	£15.00	£0.39	£15.39	20%	£18.47	£3.08	20%	£18.47	£15.83	£2.64	Hour	£19.00	£15.83	£3.17	
JHSTORE	JH Storage - Per Cupboard	£5.00	£4.17	£4.17	£0.11	£4.28	20%	£5.13	£0.86	20%	£5.00	£4.17	£0.83	Week	£6.00	£5.00	£1.00	
LEASE - BW CRICKET	Land Lease - Cricket Ground	£1,119.80	£1,119.80	£1,119.80	£29.11	£1,148.91	0%	£1,148.91	£0.00	0%	£1,148.91	£1,148.91	£0.00	Item	£1,148.91	£1,148.91	£0.00	
LEASE - BW G CLUB	Land Lease - Allotments	£1.00	£1.00	£1.00	£0.00	£1.00	0%	£1.00	£0.00	0%	£1.00	£1.00	£0.00	Item	£1.00	£1.00	£0.00	Peppercorn rent
LEASE - BW GUIDES	Land Lease - Guides Building	£1.00	£1.00	£1.00	£0.00	£1.00	0%	£1.00	£0.00	0%	£1.00	£1.00	£0.00	Item	£1.00	£1.00	£0.00	Peppercorn rent
LEASE - BW SCOUTS	Land Lease - Scouts Building	£1.00	£1.00	£1.00	£0.00	£1.00	0%	£1.00	£0.00	0%	£1.00	£1.00	£0.00	Item	£1.00	£1.00	£0.00	Peppercorn rent
LEASE - BW SCOUTS ES	Land Lease - Scouts Equipment Store	£1.00	£1.00	£1.00	£0.00	£1.00	0%	£1.00	£0.00	0%	£1.00	£1.00	£0.00	Item	£1.00	£1.00	£0.00	Peppercorn rent
LEASE - MORLEY DRIVE	Land Lease - Morley Drive Area	£4.04	£4.04	£4.04	£0.11	£4.15	0%	£4.15	£0.00	0%	£4.15	£4.15	£0.00	Year	£4.15	£4.15	£0.00	
LEASE - MV BOWLS	Land Lease - Bowls Facility	£84.05	£84.05	£84.05	£2.19	£86.24	0%	£86.24	£0.00	0%	£86.24	£86.24	£0.00	Item	£86.24	£86.24	£0.00	
LIC - HR - TEMP	License - Hoe Road - Temporary	£12.00	£10.00	£10.00	£0.00	£10.00	20%	£12.00	£2.00	20%	£12.00	£10.00	£2.00	Session	£12.00	£10.00	£2.00	Set charge
LIC - JHALL - CLARK	License - J Hall Diamond Suite	£396.67	£330.56	£330.56	£0.00	£330.56	20%	£396.67	£66.11	20%	£396.67	£330.56	£66.11	Month	£396.67	£330.56	£66.11	Agreed Feb 24 - increase in Oct 25 to £480.00 pm (inc VAT)
LIC - Mowing	License - Mowing	£6.25	£0.00	£0.00	£0.00	£0.00	20%	£6.25	£16.67	20%	£6.25	£0.00	£16.67	Item	£6.25	£0.00	£16.67	Agreed Aug 24 - 3 years to Aug 27
MILEAGE - LENGTHSMAN	Lengthsman Mileage	£0.45	£0.45	£0.45	£0.00	£0.45	20%	£0.45	£0.00	20%	£0.45	£0.45	£0.00	Mile	£0.45	£0.45	£0.00	Government set
PAT-RECHARGE	PAT-recharge	£4.00	£0.00	£0.00	£0.00	£0.00	20%	£4.00	£0.00	20%	£4.00	£0.00	£0.00	Item	£4.00	£0.00	£0.00	Dependant on charges - not per item as before
PP PITCH 1	PP Junior Changing Room	£79.00	£65.83	£65.83	£1.71	£67.55	20%	£81.05	£13.51	20%	£81.05	£67.50	£13.55	Booking	£81.00	£67.50	£13.50	
PP PITCH 2	PP Football Pitch 1 Senior	£40.00	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Pitch	£41.00	£34.17	£6.83	
PP PITCH 3	PP Football Pitch 2 Junior	£40.00	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Pitch	£41.00	£34.17	£6.83	
PP PITCH 4	PP Football Pitch 3 Junior	£40.00	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Pitch	£41.00	£34.17	£6.83	
PP PITCH 5	PP Football Pitch 4 Junior	£40.00	£33.33	£33.33	£0.87	£34.20	20%	£41.04	£6.84	20%	£41.04	£34.17	£6.87	Pitch	£41.00	£34.17	£6.83	
PP PITCH 5	PP Football Pitch 5 Mini	£17.00	£14.17	£14.17	£0.37	£14.54	20%	£17.44	£2.91	20%	£17.44	£15.00	£2.44	Pitch	£18.00	£15.00	£3.00	

PP PITCH 6	PP Football Pitch 6 Mini	£17.00	£14.17	£0.37	£14.54	20%	£2.91	£17.44	Pitch	£18.00	£13.00
PP PITCH 7	PP Football Pitch 7 Mini	£17.00	£14.17	£0.37	£14.54	20%	£2.91	£17.44	Pitch	£18.00	£13.00
PP PITCH 8	PP Football Pitch 8 Mini	£17.00	£14.17	£0.37	£14.54	20%	£2.91	£17.44	Pitch	£18.00	£13.00
PP SENIOR CHANGING	PP Senior Changing Room	£30.00	£25.00	£0.65	£25.65	20%	£5.13	£30.78	Booking	£25.83	£25.83
PP-LICENSE-PITCHES	Priory Park - Licence - Pitches	£945.25	£787.71	£20.48	£808.19	20%	£161.64	£969.83	Monthly	£808.19	9 monthly (£8,694.45 annually)
PP-LICENSE-CR	Priory Park - Licence - Changing Rooms	£129.22	£107.68	£2.80	£110.48	20%	£22.10	£132.58	Monthly	£110.48	9 monthly (£1,188.54 annually)
PP-LICENSE-STORAGE	Priory Park - Licence - Storage	£57.03	£47.53	£1.24	£48.76	20%	£9.75	£58.51	Monthly	£48.76	9 monthly (£524.52 annually)
PPCLEAN	PP Caretaker Cleaning	£29.00	£24.17	£0.63	£24.80	20%	£4.96	£29.75	Booking	£25.00	
PPDAY	PP - Day Rate - H&K (Adult Events)	£294.50	£245.42	£6.38	£251.80	20%	£50.36	£302.16	Day	£251.67	Review: 16hrs hire 8am to midnight is £266.72+VAT
PPDAVIR	PP - Day Rate - H&K (Junior Events)	£203.00	£169.17	£4.40	£173.57	20%	£34.71	£208.28	Day	£173.33	Remove (never used) - 1 day rate as JH
PPNS	PP Non-Sport	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	
PPS	PP Non-Sport - BH/After 12am	£37.00	£30.83	£0.00	£33.33	20%	£6.67	£40.00	Hour	£33.33	
PPSTOR	PP Sport	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	Double hourly rate
SKITTLEALLEYDEL	Skittle Alley Delivery	£44.00	£36.67	£0.95	£37.62	20%	£7.52	£45.14	Month	£37.50	
STAFF HIRE - ADMIN	Hire Fees - Administration Staff	£47.00	£39.17	£1.02	£40.19	20%	£8.04	£48.22	Booking	£40.00	
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£20.00	£16.67	£0.43	£17.10	20%	£3.42	£20.52	Item	£17.50	Group as 1 staff hire charge - £21?
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	
STAFF HIRE - HALLS	Hire Fees - Halls Staff	£19.00	£15.83	£0.41	£16.25	20%	£3.25	£19.49	Hour	£16.67	
STAFF HIRE - GNDS	Hire Fees - Grounds Staff	£20.00	£16.67	£0.43	£17.10	20%	£3.42	£20.52	Hour	£17.50	

Licence/Lease/Peppercorn - cannot be rounded

Jubilee Hall Car Park

2 hours parking	£0.00
Up to 3 hours	£0.60
Up to 4 hours	£0.80
Over 4 hours	£1.20
EV Charger Launch Fee	£0.50
EV Charger per KWH	£0.30

WCC £0.60	Review
WCC £0.80	Review
WCC £1.20	Review
WCC £1.50	Review
WCC £0.55 - £0.78	Review



Halls and Grounds Committee – 21st January 2025

18. Report from Meeting with the Scouts Regarding Potential Building Project – *for consideration*

Representatives of the Bishop's Waltham Scouts organisation requested a meeting with the Parish Council, to discuss a potential project they are considering, to extend the Scout Hut building on the Parish Council's land Hoe Road Recreation Ground.

A meeting took place on Friday 10th January, notes from the meeting are below.

Notes from meeting with Scouts – 10.01.25

Date: Friday 10th January 2025, 2pm

Attendees: Scout leaders x 3

Location: Councillor Latham, Councillor Webb, Committees Officer

The Scouts own the Scout Hut and are responsible for its upkeep, BWPC is the landowner. The current lease covers the footprint of the current building only (a 20-year agreement that ends in 2040).

Storage is the biggest issue, and the toilet facilities are also badly in need of renovation and ideally expansion.

The scouts had drafted some initial plans to provide a basis for discussion, these showed a ground floor extension to the rear of the Scout Hut, to project 3 metres out from the footprint of the current building. Some of this space could be given over to storage, some to extend the current toilet facilities tbc.

The Scouts as the owners of the building, understand that it is them that will need to seek planning permission for any such project. The Scouts would also require agreement from BWPC to lease the Scouts the additional land (which would be the footprint of the extension).

The Scouts have been consulting their leaders/volunteers to gather thoughts about the requirements of any such extension.

BWPC agreed to take notes from the meeting to H&G Committee to acknowledge that the Scouts are considering this project and are at the preliminary stage, with no commitment having been made at this stage. H&G to refer to F,P&R to make them aware that there would need to be a discussion of whether they would be prepared to lease them additional land, and potentially help to endorse any grant applications or planning applications.

Action: Committees Officer

Proposal:

- i) **To receive the tabled report and to forward it to the Finance, Policy and Resources Committee for their awareness.**
- ii) **To refer the Scouts to the Finance, Policy and Resources Committee, to lead any future discussion of this potential project on behalf of the Parish Council.**

Committees Officer 16.01.25