



Bishop's Waltham Parish Council

NOTICE OF A MEETING OF BISHOP'S WALTHAM PARISH COUNCIL

I hereby give you notice that a **MEETING of the PARISH COUNCIL** will be held at **7.00pm** in the Jubilee Hall, Little Shore Lane on Tuesday 11th March 2025.
Dated this 4th March 2025.

EMcKenzie
Executive Officer

**The meeting will be open to the press and public unless the Council direct otherwise.
All papers/reports are available from the Council offices
(except where classified as confidential).**

Business to be transacted

1. To receive and accept apologies for non-attendance
2. To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda
4. Public Session – to last no longer than 30 minutes - *for information*
5. To receive the reports from the County Council and District Council Representatives
6. To receive the Minutes of the Committees of the Parish Council
7. To approve the Minutes of the Meeting 11th February 2025 & Extra Ordinary Meeting 25th February 2025
8. Actions arising from the minutes of the meeting of 11th February 2025 - *for information*
9. To receive current financial statement and balance sheet
10. Internal Auditor Report – Second Interim Audit 2024/25 – *for consideration*
11. Financial Regulations and Financial Risk Assessment – Review – *for consideration*
12. West Hoe Cemetery Management Committee – Request for Funding – *for consideration*
13. Annual Asset Register Check – Report and Update – *for consideration*
14. Planning Applications:
To ratify the recommendations from the Planning & Highways Committee
15. Town Team Event - KidSTreat 6th July 2025 – *for consideration*
16. Chairman's Report - *for information only*
17. Councillors' Reports – *for information only*



18. Executive Officer's Report – *for information only*
19. ACSO's Report – *for information only*
20. Councillors' Surgery – Report and Future Meetings – *for consideration*
21. Southern Parishes Meetings – Minutes – *for information only*
22. Requests for future agenda items - *for information only*
23. Date of next meeting – 8th April 2025
24. 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.**

25. Accessibility Project – Update – *for consideration*
26. Well House – *for consideration*
27. Land Transfers – Update – *for consideration*
28. Quotations for Replacement Lighting at the Estates Shed – *for approval*
29. Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store
– *for approval*
30. Quotations for Priory Park Tree Work – *for approval*
31. Quotations for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps – *for approval*
32. Quotations for the upgrade of Jubilee Hall Intruder Alarm System – *for consideration*
33. Hire Rates for 2025/2026 (Product Fee Increases) for Community Events – *for approval*
34. Request for Funding from Bishop's Waltham In Bloom – *for consideration*
35. Staffing Matters – *for consideration and ratification*



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 6 – Acceptance of Committee Minutes

Since the last Parish Council meeting (11th February 2025) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy & Resources Committee	4.2.25
Halls & Grounds Committee	21.1.25
Community and Environment Committee	27.1.25
Planning and Highways Committee	28.1.25
West Hoe Cemetery Management Committee	26.9.24
	21.11.24
	16.1.25

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on Tuesday 11th February 2025
In the Ruby Room of The Jubilee Hall commencing at 7pm

Present:	Cllr Conduct Cllr Homer Cllr Jelf Cllr Latham Cllr Nicholson Cllr Pavey Cllr Sherwood Cllr Stallard Cllr Webb Cllr Williams Cllr Wood	Vice Chairman (and WCC Councillor) Chairman (and WCC Councillor) (Joined at 9:24pm)
In attendance:	Mrs E McKenzie Mrs C Wilkinson	Executive Officer Committees Officer

Members of the public: 0

PC272/24 To receive and accept apologies for non-attendance

Cllr Jones – work commitments
Cllr Marsh – family commitment
Cllr Williams – work commitment (arrived at 9:24pm)
Cllr Wilson – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

All in favour

PC273/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda

None.

PC274/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda

Cllr Nicholson – PC285/24 – Planning Applications
Cllr Pavey – PC299/24 – Scouts

PC275/24 Public Session

No members of the public were present.

A Councillor was requested to attend the Food Bank AGM on Monday 17th March.

A meeting regarding Fly-Tipping was reported upon with the key point made to raise awareness of a campaign to resolve this problem.

Correspondence from Bishop's Waltham In Bloom had just been received in relation to funding for 2025 which would be passed to the Community and Environment Committee to consider.

ACTION: Refer to Community and Environment Committee

PC276/24 To receive the reports from the County Council and District Council Representatives

Cllr Miller and Cllr Williams had tendered their apologies.

Cllr Latham noted that the current discussions on Devolution were still a priority and updates would be referred to Parish Council whenever appropriate.

The latest Southern Parishes meeting was held 10.2.25 with a further meeting planned for 4.3.25 to discuss the potential for devolved and further shared services.

It was noted that updates on the sale of Bishop's Waltham House and land and the requested resurfacing of the Winchester Road were both being pursued with HCC.

PC277/24 To receive the Minutes of the Committees of the Parish Council
Resolved: To receive the Minutes of the Committees of the Parish Council
Proposed: Cllr Conduct
Seconded: Cllr Wood
All in favour

PC278/24 To approve the Minutes of the Meeting 14th January 2025 & Extra Ordinary Meeting 28th January 2025
Resolved: To approve the Minutes of the Meeting 14th January 2025 & Extra Ordinary Meeting 28th January 2025
Proposed: Cllr Pavey
Seconded: Cllr Conduct
All in favour who were in attendance at the meeting of 14th January 2025 & Extra Ordinary Meeting 28th January 2025 respectively

PC279/24 **Actions arising from the minutes of the meeting of 14th January 2025**
The Men's Shed land request had been completed for the time being. Further discussions relating to Albany Road land were included in a later agenda item of the meeting.
In relation to the areas to be listed as Assets of Community Value, it was noted that the two play parks under HCC could be devolved to the Parish Council and so an expression of interest could be noted in advance.

PC280/24 **To receive current financial statement and balance sheet**
Resolved: To receive current financial statement and balance sheet
Proposed: Cllr Nicholson
Seconded: Cllr Sherwood
All in favour

PC281/24 **Reinvestment of Funds**
Resolved: To reinvest funds of £436,837.00 with Arbutnot Latham for 3 months at 4%.
Proposed: Cllr Pavey
Seconded: Cllr Stallard
All in favour

PC282/24 **Parish Council Halls and Grounds Hire Rates (Product Fee Increases) 2025/26**
Resolved:
i) To approve the tabled halls and grounds hire rates for 2025/26.
ii) To note that further consideration will be given to the halls and grounds 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.
Proposed: Cllr Conduct
Seconded: Cllr Webb
All in favour

PC283/24 **Annual Asset Register Check – Appointment of Working Group**
Resolved: To appoint Cllr Homer and Cllr Sherwood as the Working Group for the Annual Asset Register Check
Proposed: Cllr Nicholson
Seconded: Cllr Conduct
All in favour **ACTION: Cllr Homer, Cllr Sherwood, Estates Manager**

PC285/24 **Planning Applications: To ratify the recommendations from the Planning & Highways Committee**
Resolved: To ratify the planning application recommendations from the Planning & Highways Committee
Proposed: Cllr Conduct
Seconded: Cllr Wood
9 in favour, 2 abstentions

PC286/24 Twenty's Plenty Initiative – Consultation Report

The report was presented and duly deliberated.

Resolved: To note the outcome of the Twenty's Plenty Consultation and not pursue the initiative further at this time.

Proposed: Cllr Conduct

Seconded: Cllr Sherwood

9 in favour, 1 abstention

PC287/24 Mayor of Winchester Awards – Nominations from the Parish Council

Possible candidates were considered.

Resolved: To nominate candidates for the Mayor of Winchester Awards

Proposed: Cllr Homer

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer/Cllr Stallard/Cllr Wood

PC288/24 Chairman's Report

Noted. The Chairman had also recently attended the Southern Parishes meeting (10.2.25)

PC289/24 Councillors' Reports

Cllr Conduct had attended the WCC Parish Connect Briefing meeting of 5.2.25 and slides would be circulated to Councillors.

Cllr Conduct had also attended a meeting of the North Pond Conservation Group and highlighted a meeting due with the Environmental Agency which a Parish Council representative should join.

PC290/24 Executive Officer's Report

Basingwell Street Car Park Bin Store – WCC replied that wood panelling was available for the facility once the store was in active use.

Basingwell Street Car Park Public Toilets – WCC have confirmed the facility is scheduled for refurbishment before the end of March 2025.

The red telephone kiosk in St George's Square has a notice of proposed removal by BT with a 40-day response period.

ACTION: Refer to Planning and Highways Committee/Community and Environment Committee for further consideration.

ACTION: Executive Officer

The road sweeper was noted as on a 10 week or 6-month schedule which was not sufficient enough to effectively keep road edges clean. A request had been made to WCC for the vehicle to visit again.

A licensing application had been received in the office which would be referred to the Planning and Highways Committee.

ACTION: Executive Officer

PC291/24 ACSO Report

Noted.

PC292/24 Councillors' Surgery – Report and Future Meetings

- Attendance for Councillors' Surgery on 22.2.25 confirmed as Cllr Sherwood, Cllr Nicholson and Cllr Wood.
- Attendance for the Councillors' Surgery of 28.3.25. Cllr Latham confirmed his availability and one more councillor would be sought for this event.

PC293/24 Requests for future agenda items - None.

PC294/24 Date of next meeting – 11th March 2025 - Noted.

PC295/24 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.

PC296/24 Well House

An update from the Finance, Policy and Resources Committee was noted. The sale price had been agreed and conveyancing quotations duly deliberated. The sale price was confirmed as best market value at the time, in view of the period the property was on sale for and the offers obtained during this time.

Resolved:

- i) To ratify the sale price for Well House as £200,000.00
- ii) To appoint AWD Law for conveyancing services at a cost of £1,382.00

Proposed: Cllr Jelf

Seconded: Cllr Homer

All in favour

PC297/24 Land Transfers - Update

The minutes and resolutions of the Finance, Policy and Resources Committee meeting 4.2.25 were noted:-

Bishop's Meadow (also originally known as Albany Farm)

Resolved:

- To appoint Councillor Williams and Councillor Jones to a working group tasked to consider next steps.
- To authorise the working group to correspond or meet with the Parish Council's solicitor to gather information requested by the Committee, including the most recent tree condition survey and description of any works that have recently been carried out or that are planned.

Proposed: Cllr Williams

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

Albany Wood

Resolved:

- To note the recent meetings regarding the Albany Wood open space, SINC and southern footpath links and await confirmation that the expected works have been completed on the open space.
- To continue to monitor the progress of the actions to be completed by the property developer currently being pursued by WCC.

Proposed: Cllr Stallard

Seconded: Cllr Homer

All in favour

It was agreed that the costs of maintenance of the land at Bishop's Meadow should be considered before taking on the land and the most recent flora and fauna reports were requested from Bargate.

Resolved: To note actions of the Finance, Policy and Resources Committee as tabled and above.

Proposed: Cllr Latham

Seconded: Cllr Stallard

All in favour.

PC298/24 Land at Albany Road

The meeting notes were presented and the positive response from the WCC Planning Team noted.

Resolved: To appoint Cllr Homer, Cllr Latham and Cllr Stallard to form a working group to consider a feasibility study on community spaces and present results to Council as a future agenda item.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

ACTION: Cllr Homer, Cllr Latham and Cllr Stallard

PC299/24 Report from Meeting with the Scouts regarding Potential Building Project

Noted.

PC300/24 Priory Park Clubhouse – Upgrade Update

The initial designs for the clubhouse were presented to the working group by the appointed architects on 10.2.25. A topographical survey was required to further investigate opportunities for the building at the site. This would be considered under a later agenda item in the meeting.

PC301/24 Accessibility Project – Phase 2 – Pedestrian Crossing

Noted.

PC302/24 Quotations for Water Monitoring Contract

The quotations and recommendations for services were duly considered.

Resolved: To appoint Commercial environmental Services Ltd to undertake the water monitoring for the Parish Council's buildings (The Jubilee Hall, Priory Park Clubhouse, Hoe Road Pavilion and Estates Shed) at a monthly cost of £247.91, excluding VAT.

Proposed: Cllr Jelf

Seconded: Cllr Sherwood

All in favour

PC303/24 Quotations for Food Waste Contract for the Jubilee Hall

The quotations and recommendations for services were duly considered.

Resolved: To appoint Veolla as the contractor to undertake fortnightly food waste collections at the annual cost of £120.00, excluding VAT, with an additional one-off delivery cost of £10.00.

Proposed: Cllr Conduct

Seconded: Cllr Wood

All in favour

PC304/24 Quotations for Topographical Survey for Priory Park

The quotations gathered were duly deliberated. It was suggested that a greater survey area may be beneficial and if this was necessary then this should be incorporated and the anticipated related price increase was agreed.

Resolved: To appoint Mapmatic to provide a topographical survey, with compliance with OS MasterMap, of the Priory Park Clubhouse site at a cost of £810.00 excluding VAT, with agreement to enlarge the area of survey if necessary.

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

PC305/24 Quotations for Brushcutter/Trimmer Course

The quotations and recommendations were noted.

Resolved: To approve the training course at Sparsholt College for two footpath wardens and two groundsmen at a cost of £409.00 per person.

Proposed: Cllr Sherwood

Seconded: Cllr Wood

All in favour

PC306/24 Quotations for the Parish Council Website Upgrade

The working group outlined the quotations gathered for the website upgrade and reasons for recommendations. Concerns were raised regarding essential cover for GDPR and cyber security. These key points would be referred back to the provider for clarity and ensure due diligence has been undertaken.

Resolved: To appoint White Wave to provide the Parish Council with a new website at a cost of £1,200.00, following confirmation of clarity of GDPR and cyber security provision.

Proposed: Cllr Conduct

Seconded: Cllr Jelf

All in favour

ACTION: Marketing, Communications and Events Manager

Cllr Stallard then verbally resigned and left the meeting at 9:15pm.

PC307/24 Quotations for Surfacing Between Priory Park Car Park Areas

An update to the quotation figure supplied by R&D Surfacing Contractors Ltd was noted.

All quotations were duly considered.

Resolved: To appoint Meon Valley Surfacing Ltd to upgrade the surfacing link between Priory Park main car park and the overflow area to asphalt at a cost of £2,600.00, excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Homer

All in favour

The Committees Officer left the meeting at this point (9.23pm) and Cllr Williams joined the meeting (9.24pm)

- PC308/24 Staffing Matters**
i) **Temporary Groundsperson – Probationary Period Completion**
ii) **Permanent Groundsperson Role**

Resolved:

- i) To sign off the probationary period for the temporary groundsman and relate to ii)
- ii) To appoint Mr Morris as a permanent Parish Council Groundsperson as of 1.2.25 on SP4.

Proposed: Cllr Wood

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer & Finance Manager

iii) Confidential Staffing Matter

The Chairman provided an update on the ongoing matter.

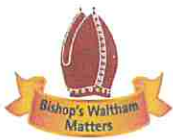
Resolved: To ratify the resolution of the Finance, Policy and Resources Committee meeting 4.2.25, with request for extension approved.

Proposed: Cllr Nicholson

Seconded: Cllr Wood

All in favour

There being no other business the meeting ended at 9:26pm.



BISHOP'S WALTHAM PARISH COUNCIL

Minutes of the Extra Ordinary Meeting of the Parish Council held on
Tuesday 25th February 2025 in the Ruby Room of The Jubilee Hall commencing at 6pm

Present:

Cllr Conduct	Vice Chairman
Cllr Homer	
Cllr Jelf	
Cllr Jones	
Cllr Marsh	
Cllr Nicholson	Chairman
Cllr Pavey	
Cllr Sherwood	
Cllr Webb	
Cllr Williams	
Cllr Wood	

In attendance:

Mrs H Fisher	Finance Manager
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Members of the public: 0

PC309/24 To receive and accept apologies for non-attendance

Cllr Jelf– work commitment
Cllr Stallard – family commitment
Cllr Wilson – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Jones

Seconded: Cllr Conduct

All in favour

PC310/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda - None.

PC311/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda – None.

PC312/24 Requests for future agenda items - None.

PC313/24 Date of next meeting – 11th March 2025 - Cllr Nicholson asked Councillors to consider that a further Extra Ordinary Meeting may be required on Tuesday 4th March 2025.

PC314/24 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.

PC315/24 Staffing Matters

The Chairman provided an update on the ongoing matter with information and advice from the solicitor tabled.

Resolved: To approve the information and advice from the Solicitor tabled and to seek further advice.

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

ACTION: Finance Manager

There being no other business the meeting ended at 6:50pm.

**Bishop's Waltham Parish Council
Actions Arising from the meeting of the 11.2.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
PC072/23	Assets of Community Value	To relist Blanchard Road play area	Aug-23	EO	
PC125/23, PC271/23	South Pond	i) To register SP as ACV ii) Work on Maintenance & Improvement with Beechcroft iv) Undertake tree survey	i) Oct 23 iii) Dec 23 (set schedule) iv) Dec 23 (H&G)	i) EO ii) EO iv) H&G Clerk	Tree works undertaken April 2024 & September 2024
PC135/23, PC247/23, PC286/23, PC321/23, PC210/24, PC233/24	Cricket Club	i) To review and update lease following meeting with WG and reps	Oct-23	EO	Initial meeting held Sept 23. Actions in progress. Drafted. In progress.
PC271/23	Mobile Connectivity	To write standard response	Apr-24	RL / RS	
PC27/24	Website	To progress plans	Complete	AO/CEC WG	Inc Cllr Stallard
PC28/24, PC57/24	Men's Shed	ii) To pursue HR site as temporary option	ii) July 24 Action Closed. HR in SDNP so site not ideal.	EO WG (JM, MP, AW, M Homer, C Barfoot)	WG met 1) 17.5.24 with KE 2) 22.5.24 3) 1.7.24
PC36/24, PC65/24	Staffing Matters 1	ii) OH assessments	ii) June 24	ii) EO	One complete, one pending - refer to SSC
PC39/24, PC214/24, PC249/24	Access Gateway at Priory Park	i) To liaise with Catholic Church ii) To consider signage iii) Liaise with Bargate	01/08/2024 iii) March 25	EO iii) MH	Agenda Item 14.1.25
PC71/24	New employment policies	To consider at FP&R	Complete	FP&R	Refer to FP&R. In active progress.
PC83/24	HCC Future Services	To provide report on impact for BW	Sep-24	WG = RL, RS, Jwl	
PC126/24	Letter to WCC	To write letter in support of Cllr Miller City Plan point	Oct-24	P&H / EO	
PC195/24, PC214/24	Southern Footpath	i) To support pathway works to completion ii) To liaise with key stakeholders	Mar-25	EO (H&G)	Met with landowners 9.12.24. In contact with WCC. Meeting 23.1.25
PC197/24	Waste Bins	To purchase bins	Complete	CO (H&G)	H&G completed
PC225/24	Cllr Surgery Points	To refer to P&H (Crown roundabout signage and junctions of B2177)	Complete	EO	Refer to P&H 28.1.25
PC248/24	Albany Road Land	To meet with WCC Planning Officers and report back	Complete	EO/BN/AW/Jwo	
PC250/24	PC Comms	To progress approved actions and gather quotes for website	Complete	MCEM	Refer to CEC
PC251/24	Design Statement	To plan a review of this	Mar-25	EO (P&H)	Refer to P&H
PC261/24	Land Purchase at Morley Drive	To sell land at price agreed with covenant with associated price	Mar-25	EO	
PC262/24	Montague Road Resident Lease	To lease land as tabled under conditions listed	Mar-25	EO	
PC275/24	BWIB correspondence	To refer letter to CEC	Complete	EO	Agenda Item 11.3.25
PC283/24	Asset Register Check	To undertake the check	Complete	MH, JS (EM)	Agenda Item 11.3.25
PC287/24	Awards	To nominate for MOW awards	Complete	RS, JW/TC (EO)	
PC290/24	Red Telephone Kiosk Removal (SGS)	To refer to P&H for consideration	Complete	EO	P&H action
PC290/24	Licensing Application	To refer to P&H for consideration	Complete	EO	P&H action
PC298/24	Community Spaces Feasibility Study	To consider opportunities and report back to PC	Jul-25	MH, RL, RS	
PC306/24	Website	To confirm provision details as necessary	Mar-25	MCEM	Reassurances sought and replies being gathered.
PC308/24	Staffing	To make appointment as of 1.2.25 on SP4	Complete	FM/EO	

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2025

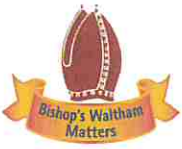
<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	971
105	VAT Control Account	1,555
219	A&L 3m Fixed Term Deposit A/c	432,315
221	Unity Current 20496238	14,878
222	Unity Savings 20496241	150,099
223	Unity Savings 20496254	153,518
Total Current Assets		753,336
<u>Current Liabilities</u>		
500	Creditors	33,030
665	Holding Deposits	1,896
Total Current Liabilities		34,926
Net Current Assets		718,410
Total Assets less Current Liabilities		718,410
<u>Represented by :-</u>		
300	Current Year Fund	30,545
310	General Reserves	391,561
315	Montague Rd Play - S106/CIL	43
325	Play Area Equip Maint - CYF	4,104
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	49,646
377	Extend Parking PP - CIL	1,878
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 Recelpts 2024-25	4,552
Total Equity		718,410

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	£346	£5,693	£4,068	£1,145	£6,207	£4,517	£1,567	£5,445	£3,615	£45,318	£20,798	£24,520		118% Bank Interest
Total Expenditure	£35,136	£32,866	£28,852	£34,980	£33,077	£29,219	£32,846	£59,879	£35,400	£42,469	£37,022	£37,483	£437,229	£425,222	£12,007		3%
Total Net Revenue Expenditure	£32,759	£27,851	£24,531	£34,632	£27,384	£25,151	£31,701	£53,672	£30,883	£40,902	£30,577	£33,868	£391,911	£404,424	£-12,513		3%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£570	£0	£0	£0	£0	£1,014	£1,500	£-486		32%
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£570	£0	£0	£0	£0	£1,014	£1,500	£-486		32%
Total Net Committee Expenditure	£32,759	£28,195	£24,531	£34,632	£27,384	£25,151	£31,701	£54,242	£30,883	£40,902	£30,577	£33,868	£392,925	£405,924	£-12,999		3%
Halls and Grounds Committee																	
Total Income	£17,164	£3,156	£7,959	£9,281	£5,627	£8,921	£12,044	£8,757	£11,756	£8,994	£5,418	£7,814	£107,771	£89,788	£17,983		20% Hire Increases & WCC Open Space Fund
Total Expenditure	£8,285	£15,844	£7,940	£20,812	£10,959	£9,511	£16,345	£10,287	£12,364	£10,769	£14,751	£16,289	£153,597	£183,091	£-29,495		16%
Total Net Revenue Expenditure	£-8,878	£12,688	£-19	£11,531	£4,772	£590	£4,301	£1,550	£568	£1,875	£8,333	£8,475	£45,826	£93,303	£-47,478		51%
Total Capital Income	£0	£0	£0	£0	£19,504	£40,133	£0	£250	£0	£65,060	£74,110	£200,000	£399,057	£58,797	£340,260		579% Additional funding unbudgeted
Total Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£43,102	£8,093	£11,936	£352	£106,818	£4,698	£50,690	£52,845	£444,025	£242,448	£201,577		83% Additional expenditure from funding unbudgeted
Total Net Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£23,598	£-32,040	£11,936	£102	£106,818	£-60,362	£-23,420	£-17,155	£44,968	£183,651	£-138,683		76% As above
Total Net Committee Expenditure	£34,883	£17,248	£74,948	£53,954	£28,370	£-31,450	£16,237	£1,652	£107,426	£-58,487	£-15,087	£-138,681	£90,794	£276,954	£-186,161		67% 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	£510	£2,426	£21	£472	£1,134	£3,479	£95	£98	£749	£2,603	£17,726	£23,385	£-5,669		24%
Total Net Revenue Expenditure	£-965	£5,504	£610	£2,426	£21	£472	£1,034	£3,479	£95	£98	£749	£2,603	£16,626	£23,295	£-6,669		29%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£141	£0	£0	£0	£141	£0	£141		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£0	£0	£210	£210	£500	£500	£0		0%
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£-141	£0	£0	£210	£359	£500	£-141		26%
Total Net Committee Expenditure	£-965	£5,504	£510	£2,426	£21	£526	£1,034	£3,715	£-46	£598	£749	£2,813	£16,985	£23,795	£-6,810		29%
Planning & Highways Committee																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£821	£142	£270	£270	£0	£3,458	£2,300	£1,158		50% Replace kissing gate
Total Net Revenue Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£821	£142	£270	£270	£0	£3,458	£2,300	£1,158		50%
Total Capital Income	£600	£0	£0	£0	£0	£5,000	£0	£0	£555	£0	£0	£0	£6,155	£500	£5,655		1131% Grant awarded
Total Capital Expenditure	£0	£484	£0	£0	£463	£420	£2,866	£0	£1,253	£6	£33	£572	£6,097	£2,000	£4,097		205% Grant expenditure/self closing gates
Total Net Capital Expenditure	£600	£-484	£0	£0	£-463	£-4,880	£2,866	£0	£698	£6	£33	£572	£-58	£1,500	£-1,558		104% As above
Total Net Committee Expenditure	£600	£-484	£0	£990	£-463	£-3,345	£2,866	£0	£1,519	£148	£303	£572	£3,400	£3,800	£-400		11% 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	£-296,411	£0	£0	£0	£0	£0	£0	£-592,822	£0	£0		Unbudgeted
Total Net Revenue Expenditure	£296,411	£0	£0	£0	£0	£-296,411	£0	£0	£0	£0	£0	£0	£-592,822	£0	£0		0%
Total Capital Income	£661	£30,022	£0	£0	£0	£0	£4,552	£0	£0	£0	£0	£0	£35,235	£30,353	£4,882		16% CIL Receipts
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£-4,552	£0	£0	£0	£0	£0	£-35,235	£0	£0		Unbudgeted
Total Net Capital Expenditure	£661	£30,022	£0	£0	£0	£0	£-4,552	£0	£0	£0	£0	£0	£-35,235	£-30,353	£-4,882		16% As above

	-£297,072	-£30,022	£0	£0	£0	-£296,411	-£4,562	£0	£0	£0	£0	£0	£0	-£628,057	-£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	£16,968	£75,518	£86,973	£211,429	£1,187,604	£793,158	£394,446		50% As above
Total Expenditure	£86,997	£59,599	£110,365	£101,627	£87,060	£48,973	£65,154	£83,452	£156,748	£58,681	£103,515	£110,002	£1,072,173	£892,456	£179,717		20% As above
Total Net Revenue Expenditure	-£231,214	£21,406	£98,087	£92,000	£56,216	-£306,560	£47,316	£68,261	£139,780	-£16,837	£16,542	-£101,428	-£115,431	£99,296	-£214,729		216%
EMR Movements	£43,145	-£25,462	£74,437	£42,423	£23,588	-£34,115	£7,282	£0	£105,176	-£60,404	-£26,020	-£236,350	-£86,290	£99,298			
Total Income/Expenditure	-£274,359	£46,368	£23,650	£49,577	£32,618	-£271,445	£40,034	£68,261	£34,604	£43,567	£42,562	£134,923	-£29,141	£0			
Current Year Fund	£231,214	£209,808	£111,721	£19,721	-£36,485	£269,065	£221,749	£153,488	£13,708	£30,545	£14,003	£115,431					CYF-TNE
General Reserves	£258,628	£233,165	£307,602	£350,025	£373,623	£339,508	£346,790	£346,790	£451,366	£391,561	£385,641	£129,191					GRF+EMR
General Reserves Position	489,842	442,973	419,323	369,746	337,128	608,573	568,539	500,278	465,674	422,106	379,544	244,622					GRF+CYF
Months	10	9	8	7	7	12	12	10	9	9	8	5					
Total Reserves (Bank)	919,079	897,673	799,585	707,565	651,370	956,929	909,614	841,353	701,572	718,409	701,667	803,295					MN-+TNE



11th March 2025

Agenda Item 10 - Internal Auditor Report - 2nd Interim Internal Audit 2024-25 – for consideration

Please see the attached report from the Internal Auditor.

Matters arising by the Internal Auditor for response by the Council: -

The sample included the annual grant to the West Hoe Cemetery Committee. There was no decision of Council to make this payment.

.....
Consequently, the Finance Manager ensured the WHCMC Clerk provided the required funding request letter which was duly considered and approved at the Finance, Policy and Resources Committee meeting of 4.3.25

FPR231/24 West Hoe Cemetery Management Committee – Request for Funding
Resolved: To approve the funding of £9,000.00 for West Hoe Cemetery Management Committee for the 2024/25 financial year and refer to Parish Council.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour **ACTION: Executive Officer**

FPR229/24 Internal Auditor Report – Second Interim Audit 2024/25
The report was tabled with only one minor matter raised which had been dealt with immediately. The Internal Auditor considered that the Council's finances were being very well run and only one visit a year was required, rather than two. The Council thanked the Finance Manager for her efficiency.
Resolved: To note the report, matters arising and Finance Manager's response and refer to Parish Council.
Proposed: Cllr Homer
Seconded: Cllr Pavey
All in favour **ACTION: Executive Officer**

.....

Proposal: To consider the Internal Auditor's Report, in particular the matters arising, and the Council's response.

Finance Manager 6.3.25

Hannah Fisher
Bishop's Waltham Parish Council

17 February 2025

Dear Hannah

Bishop's Waltham Parish Council
2nd Interim Internal Audit 24-25

Following the interim audit completed on 17 February, I attach my report for consideration by the Council. This was the second of three audits I intend to carry out to support my opinion on the 24-25 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Follow up previous recommendations
- Testing of expenditure months 8-11
- Testing of income – months 8-11
- Risk management and insurance
- Budget and precept setting for 25-26
- Bank reconciliations.
- Publication of information required by the Transparency Code

I am pleased to report that overall Council has successfully maintained a robust system of financial control. Recommendations for improvement are set out at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

April Skies

Accounting

A - Appropriate books of account have been kept properly throughout the year **First Interim Audit**

The Council uses the Rialtas Omega accounting system. This is an industry specific accounting solution well suited to this Council. Income is collected using RBS, with the integrated booking module in place for hall bookings. Payroll is processed via an external payroll bureau, Humphrey Associates, who prepare payroll for payment by the Council.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on Rialtas Omega
- Reconciliations tested are working well and are up to date
- Council is making use of the reporting available in Rialtas to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on RBS at 1.4.24 could be agreed back to the audited AGAR for 23-24. The closing balance in box 7 of the 23-24 audited accounts was £687,865 This agrees to the opening balance sheet value on the Omega system.

I reviewed the Council's VAT records. The Council has made 2 VAT claims in 24-25, and I confirmed that the VAT return for the 3 months to 30 September 2024, was submitted to HMRC on 18.10.24. £22,034 was reclaimed. The refund has been paid and I checked this to the bank account, receipt dated 24 October 2024. The VAT reclaimed could be agreed to a schedule of transactions recorded on the accounting system. There is a £47 imbalance on the VAT control account at 30.9.24, this should be checked with Rialtas.

The Council discussed my last report at the 11 June 2024 meeting of Full Council, and the external audit report for 23-24 was reported to the September Council meeting. I am satisfied that the Council considers recommendations of internal audit, as required by point 7 on the annual governance statement.

B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

First Interim Audit

The Financial Regulations were last reviewed in July 2024, and an appropriate minute recorded in a meeting of Full Council (77/24). These are based on the new template issued by NALC. Standing Orders were also reviewed at this meeting (77/28)

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to Omega by office staff. The RFO produces a schedule in excel setting out a schedule of all supplier accounts requiring payment. This report is taken to the next available meeting of The Finance Policy and Resources Committee, where transactions are authorised by Council for payment. Payments are set up at bank by RFO and authorised by the Clerk, as set out in the Council's financial regulations.

Expenditure Testing

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 7 months of 24-25, transactions were selected from months 2,4 and 6. I tested 9 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
- Approval to pay recorded in minutes of F&GP Committee meeting
- Approval to make purchase was agreed back to relevant committee minutes for all items in excess of £5000.

I confirmed that the contract for the new solar panels at Jubilee Hall was properly advertised on the Contracts Finder website.

Second Interim Audit

A further selection of transactions from months 8-11 was tested. For all transactions tested, I repeated tests carried out at the interim audit. I also checked a bank transfer recorded in the cash book and checked the transfer to both bank statements.

One matter to report has been identified. My sample included the annual grant to the West Hoe Cemetery Committee. I was not able to locate a decision of Council to make this payment. For clarity, the Council should record a resolution to make this payment each year within minutes.

C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

First Interim Audit

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. I confirmed with the RFO that the risk assessment will be presented to Full Council in in early 2025. This must be approved at Full Council before the end of March.

April Skies Accounting

The Council is insured by Zurich Municipal, on a standard local council policy. I reviewed the insurance certificate and confirmed it is in date with an expiry date of 3

December 24

Assets	Sum Insured
Jubilee Hall	£1,713K
Pavilion Hoe Road	£550K
Estate Shed Hoe Road	£84K
Well House	£286K
Club House, Elizabeth Way	£408K
Coronation Hall	£605K

Other assets insured include general contents (£187K), Playgrounds (£298K) and Surfaces (£267K)

The RFO confirmed that the last professional assessment of rebuild cost of Council buildings occurred in 2021, and is due to be next completed in 2026. This is necessary to maintain the Council's insurance coverage.

Second interim audit

The RFO has contacted the ICT provider to arrange a test restore of back up computer data. Email confirmation has been obtained confirming which files are being backed up, and confirming that files can be restored when required.

D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

First Interim Audit

The Council continues to monitor its financial position effectively. F&PR meets monthly, and at each meeting the RFO presents the following reports

- Schedule of payments for approval
- Bank account reconciliations for the month
- Balance sheet and assessment of the Council finances
- Income and Expenditure report
- Earmarked reserves report
- budget monitoring

I reviewed reports produced for the November meeting of F&PR, which reported on the period to the end of period 6. Reporting to members is comprehensive and timely.

I discussed the projected outturn with the RFO. The Council is projecting a significant underspend on the 24-25 budget, due to better than anticipated income and reduced expenditure on certain budget heads. The RFO is planning to request that Council authorises transfers to earmarked reserves prior to financial year end to ensure that general reserves are held at an appropriate level.

April Skies

Accounting

I confirmed by review of minutes and agendas that budget setting for 25-26 is well under way. The draft budget has been through committee, FP&R, and Full Council. The Council plans to approve budget at Full Council in December or January, depending on date council tax base is received. Council is well placed to meet precepting authority deadlines.

Second interim audit

The Council approved the budget and precept for 25-26 at the Full Council meeting in December 2024. The minute confirming this approval is below:

PC216/24 Draft Parish Council Budget Setting and Precept 2025/2026
The collated budget from all committees was duly deliberated and approved for referring to Winchester City Council.
Resolved: To approve the Committee Financial Budgets as tabled and refer the precept requirement for 2025/26 of £626,437.00 to Winchester City Council.
Proposed: Cllr Marsh
Seconded: Cllr Wood

The budget setting process was completed after detailed assessment of budget options by Council committees. A detailed budget supports precept approved by the Council, this is published on the Council website as an agenda item for the Full Council meeting. The Council has properly considered reserves as part of the budget setting process, with a budgeted surplus of £80K projected to be added to earmarked reserves in 25-26.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. **First Interim Audit**

The sales ledger balance at 18.11.24 stood at £5,696, all current debt. The sales ledger is well managed.

I selected a sample of receipts at random from the cashbook from the first 7 months of the financial year. For all items tested I was able to

- Agree receipt back to invoice raised by the Council
- Confirm fees charged could be agreed back to approved fees and charges, or lease in the case of the football club
- For CIL and grant receipts, check cashbook entry to remittance note from payee and check receipt to bank

Second interim audit

I selected a further sample of income credits for months 8-11 of the financial year. I repeated tests completed at the first interim audit, and was able to agree all credits tested back to properly raised invoices / car park machine records / notification from grant giving bodies.

April Skies

Accounting

F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

First Interim Audit

No petty cash – there is 29p left in the petty cash tin. This should be put in a charity box and the account closed. At the second interim audit, I confirmed that the petty cash account has now been closed.

G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

First Interim Audit

I tested payroll for August 2024 at the first interim audit . I agreed the payment for salaries recorded in the cashbook to the payroll summary document provided by the payroll company. From there I selected three members of staff and agreed pay to payslip. Gross pay was checked for each officer to pay award letters and found to be correct.

I checked the Council's payroll account with HMRC. Submission were found to be up to date and no payments were outstanding.

H - Asset and investments registers were complete and accurate and properly maintained.

Year end test

I – Periodic and year-end bank account reconciliations were properly carried out.

First Interim Audit

The Council has four bank accounts, 3 with Unity Account , and 1 account with Arbutnot Latham. I reviewed the bank reconciliation file and there is clear evidence that reconciliations on all accounts are completed promptly each month by the RFO. Evidenced review of the bank reconciliations is provided by the reviewing councillor. I reformed the bank reconciliations for September 2024.

	Balance sheet	Cashbook per bank reconciliation	Bank statement	Notes on bank rec
Unity Savings *254	207,316	207,316	207,316	Reconciliation signed by RFO and Cllr Nicholson 24 October
Unity Savings *241	286,562	286,562	286,562	Reconciliation signed by RFO and Cllr Nicholson 24 October
Unity Current	24,802	24,802	24,802	Reconciliation signed by RFO and Cllr Nicholson 24 October
Arbutnot 3 month	427,466	427,466	427,466 (deposit confirmation)	Reconciliation signed by RFO and Cllr Nicholson 24 October

April Skies

Accounting

The Council has moved current account and savings accounts to Unity bank since my last audit. The Council continues to operate a sound system of bank reconciliations . All accounts are reconciled promptly, and councillor review is carried out in line with financial regulation requirements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to the F&PR Committee on a regular basis.

The Council has an investment strategy in place, as required by regulations. This was last reviewed in May 2024, and annual reviews occur. The move of funds to Unity bank was in response to the annual review of the investment strategy.

Second Interim Audit

I reviewed the bank reconciliation file, and confirmed that the RFO continues to reconcile bank accounts promptly each month. The January 2025 bank reconciliations were reviewed for all bank accounts. For all accounts I was able to confirm balances to bank statements and the balance sheet at 31.1.25. The reconciliations had been reviewed by Councillor Nicholson and evidenced as reviewed on both the reconciliation and on the bank statements.

L - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and

Year end test

L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

The Council publishes information required by the 2015 Transparency Code on the transparency page of the Council website. I checked that expenditure over £500 information was published to the end of September 24. I review transparency information in more detail at year end .

Second Interim Audit

I checked information published on the transparency tab on the website.

- Expenditure over £500 – published to the end of December 2024
- Contracts – updated to include contracts over £5k let before end of December 2024
- Grant awards – updated to include grants awarded at the November 2024 meeting.

I am satisfied that the Council continues to publish information required by the 2015 Transparency Code.

M: Exercise of Public Rights - Inspection of Accounts

Inspection periods for 23-24 accounts were set as follows

Inspection - Key date	23-24 Actual
Accounts approved at Full Council	11 June Full Council
Date Inspection Notice issued and how published	12 June - noticeboards and website
Inspection period begins	13 June
Inspection period ends	24 July
Correct length	Yes

I am satisfied that the Council met the requirements of this control objective.

N – Compliance with Publishing Requirements 23-24 Accounts

The Council's 23-24 AGAR and the external audit certificate are published on the financial information tab of the Council website. External audit certificate is clear, bar 2 minor points raised in the other matters section of the certificate. The Conclusion of Audit certificate is also published, dated 27 September, before the statutory deadline of 30 September, and after the date of the audit certificate – 20 August. The audit certificate has been reported to the September meeting of Full Council (PC131/24) I am satisfied that the Council met the requirements of this control objective.

0 - Trust funds (including charitable) The council met its responsibilities as a trustee.

The Council is not a trustee – confirmed with RFO

I attach my invoice for your consideration. I look forward to seeing you on 19 May for the year end audit. I would like to thank Hannah for her assistance with the audit.

Yours sincerely



Mike Platten CPFA

April Skies
Accounting

Appendix A – Matters arising - Interim Audits

Matter Arising	Recommendation	Council Response
There is a £47 imbalance on the VAT control account at 30.9.24.	This should be checked with Rialtas	Now Corrected, account in balance
My sample included the annual grant to the West Hoe Cemetery Committee. I was not able to locate a decision of Council to make this payment.	For clarity, the Council should record a resolution to make this payment each year within minutes.	



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 11 – Financial Regulations and Financial Risk Assessment – for consideration

Financial Regulations

Financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.

Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

It is the duty of the Council to review the Financial Regulations from time to time and to make amendments when there are changes in any relevant legislation or proper practices.

Financial Risk Assessment

The Committee Vice Chairman and Finance Manager, with the Executive Officer, met to consider the Financial Risk Assessment for the year ending March 2026 in accordance with the Accounts and Audit (England) Regulations 2011. The document attached is a new version based on advice from the Internal Auditor and as set out in the JPAG.

.....

FPR230/24 Financial Regulations and Financial Risk Assessment – Review

The documents tabled were considered and the action plan listed noted for quarterly review.

Resolved: To approve the Financial Regulations and the Financial Risk Assessment tabled and refer to Parish Council.

Proposed: Cllr Williams

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer

.....

Proposal:

- i) To continue with the Financial Regulations currently in force.**
- ii) To approve the draft Financial Risk Assessment for 2025/26 as recommended by the FP&R Committee.**

Finance Manager
6.3.25

BISHOP'S WALTHAM PARISH COUNCIL

FINANCIAL REGULATIONS 2025

These Financial Regulations were adopted by the Council at the meeting held on/.. for Full Council after review by the Finance, Policy and Resources Committee on/..

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) (known at BWPC as the Finance Manager (FM)) holds a statutory office, appointed by the council. The FM;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and

- produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - approve any grant or single commitment in excess of £5,000;
- 2. Risk management and internal control**
- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Executive Officer [with the FM] shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, Executive Officer [with the FM] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO (FM) must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end, the Council Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the FM. The Council Chairman shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the FM in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO (FM) must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The FM shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the FM shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the FM, internal auditor, or external auditor with such information and explanation as the council considers necessary.

- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The FM shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The FM shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.
- 4. Budget and precept**
- 4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
 - 4.3. No later than November each year, the FM shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year along with a forecast for the following two financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
 - 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
 - 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
 - 4.6. The draft budget with any committee proposals and two-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
 - 4.7. Having considered the proposed budget and two-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
 - 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
 - 4.9. The Executive Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
 - 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
 - 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.
- 5. Procurement**
- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as

practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The FM should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall obtain prices as follows:
- 5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** The Council shall seek formal tenders from at least three suppliers, by advertising an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts greater than £2,000 excluding VAT the Executive Officer, Clerk or FM shall seek at least 3 fixed-price quotes;
- 5.8. where the value is between £500 and £2,000 excluding VAT, the Executive Officer, Clerk or FM shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the Executive Officer, Clerk or FM shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Executive Officer under delegated authority, for any items below £500 excluding VAT.
 - the Executive Officer, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - The Finance Committee for all items of expenditure within delegated budgets for items under £5,000 excluding VAT.
 - In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - Recommendation from the FP&R Committee and approval from the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the Executive Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Executive Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the FM and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Arbuthnot Latham. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the FM. Where the certification of invoices is done as a batch, this shall include a statement by the FM that all invoices listed have been 'examined, verified and certified' by the FM).
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the FP&R Committee, unless the Council resolves to use a different payment method.
- 6.6. The Clerk and the FM shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the FP&R committee, where the Executive Officer, Clerk or FM certify that there is

no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee

- iv. Fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee.
- 6.7. The FM shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the FP&R Committee. The FP&R Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the FM shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two officers (normally the Executive Officer and the FM) and two councillors (normally the Chairman and Vice Chairman) who will be authorised to approve transactions on those accounts, a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The FM, or Executive Officer in their absence, shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be provided to an authorised signatory.
- 7.5. Evidence shall be retained showing which member approved the payment online.
- 7.6. With the approval of the FP&R committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by fixed direct debit, variable direct debit or bankers standing order provided that the instructions are approved online by an authorised bank signatory, evidence of this is retained and any payments are reported to council when made. The approval of the use of each regular payment shall be reviewed by the council annually.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the FP&R committee provided that each payment is approved online by an authorised bank signatory,

evidence is retained, and any payments are reported to the FP&R committee at the next meeting.

- 7.8. Account details for suppliers may only be changed upon written notification by the supplier, verified by the FM. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.9. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.10. Remembered password facilities should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Executive Officer, Clerk, FM and Senior Groundsman/Estates Manager and any balance shall be paid in full each month.
- 8.2. Personal credit or debit cards of members of staff shall not be used. In exceptional circumstances authorisation can be given by the Executive Officer or FM for expenses of up to £250 including VAT, incurred in accordance with council policy.

9. Petty Cash

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly
- b) Receipts for payments made must be provided to substantiate every payment.
- c) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the FP&R committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the FM.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the FM.

- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The FM shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the FM and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the FM considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The FM shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 12.7. Where significant sums of cash are regularly received by the council, the FM shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the FM shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to, or omission from a contract must be authorised by the relevant committee, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The FM shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council,

their location, reference, purchase details, purpose for which held, in accordance with the Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250.

16. Insurance

16.1. The FM shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Executive Officer shall give prompt notification to the FM of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The FM shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the FP&R committee at the next available meeting. The FM shall negotiate all claims on the council's insurers in consultation with the Executive Officer.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of Executive Officer or RFO/FM. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

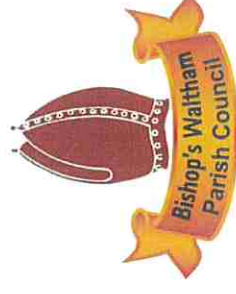
Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Bishop's Waltham Parish Council – Financial Risk Management Record

To be read in conjunction with the Financial Regulations

[..\\Financial Regulations\2025-2026\Financial Regulations 2025-26 for approval.docx](#)



Risk Area	Risk Identified	Level of Risk (H/M/L)	Management of risk	Action Required	Review Date
Section one: Areas where there may be scope to use insurance to help manage risk					
Property and contents owned by the council	Loss or damage	H	An up-to-date register of assets/investments and appropriate insurance	Reviewed annually by Council and IA Assets reviewed and insurance values assessed annually	April 2025/ November 2025
Damage to third party property or individuals	Public liability	H	Asset maintenance and appropriate insurance	Public liability insurance of £12,000,000 held with Zurich. ..\\Insurance\\Main Insurance\2024-2025\Annual Renewal Dec 24\6.2TAP PL Letter.pdf Certificates of insurance displayed in all buildings ..\\Insurance\\Main Insurance\2024-2025\Annual Renewal Dec 24\6.2TAP PL Letter.pdf Risk assessments of individual events to be undertaken	November 2025 Maintenance schedule review - September 2025
Consequential loss of income or the need to	Public liability	H	Annual review of risk and the adequacy of cover	Twice daily playgrounds check recorded, maintenance schedule reviewed annually, health and safety inspection regime; play parks - annually, buildings - every 5 years. Programme of tree surveys carried out annually and recommendations undertaken Public liability insurance of £12,000,000 held with Zurich ..\\Insurance\\Main Insurance\2024-2025\Annual Renewal Dec 24\6.2TAP PL Letter.pdf	Playpark Safety Inspections – November 2025 H&S Building Reports – August 2027 April 2025 November 2025

provide essential services following critical damage, loss, or non-performance by a third party			Use of alternative assets if possible Debtors are managed by FM General reserves are managed to ensure essential services can be provided	Monthly review of Debtors Reviewed annual at budget setting	Ongoing monthly November 2025
Loss of cash through theft or dishonesty	Fidelity guarantee	L	Dual authorisation	Fidelity guarantee of £500,000 with Zurich ..\\..\\Insurance\\Main_Insurance\\2024-2025\\Annual Renewal Dec 24\\Local Councils Policy Wording.pdf	July 2025
Legal liability as a consequence of asset ownership	Public liability	H	JHCP income banked promptly or stored in the safe if necessary Property maintenance and insurance	Internal controls detailed in the financial regulations are reviewed annually Public liability insurance of £12,000,000 held with Zurich ..\\..\\Insurance\\Main_Insurance\\2024-2025\\Annual Renewal Dec 24\\6.2TAP_PL Letter.pdf	April 2025 November 2025
				Twice daily playgrounds check recorded, maintenance schedule reviewed annually, health and safety inspection regime; play parks - annually, buildings - every 5 years.	Maintenance schedule review - September 2025 Playpark Safety Inspections - November 2025 H&S Building Reports - August 2027
Section two: Working with others to help manage risk					
Security for vulnerable buildings, amenities or equipment		M	Security equipment maintained and upgraded when necessary	Weekly building checks Security equipment is continually monitored by supplier and serviced annually.	Ongoing May 2025

The provision of services being carried out under agency/partner ship agreements with principle authorities	Standing orders and financial regulations dealing with the award of contracts	L	Reviewed by council and IA annually, all partner's risk assessed, and multiple quotes obtained and compared in minutes	July 2025
Banking arrangements including borrowing or lending	Detect and deter fraud or corruption	L	Internal controls detailed in Financial regulations	February 2025 (IA) and March 2025 (FR)
Ad hoc provision of amenities/facilities for events to local community groups	Public liability	L	IA Review	Feb 2025
Vehicle or equipment lease or hire		L	Hirers liability insurance of £2,000,000 with Zurich, \..\Insurance\Main_Insurance\2024-2025\Annual Renewal\Dec 24\Local Councils Policy Wording.pdf	November 2025
Trading units (buildings, play areas/green space, burial grounds)		L	Ensure hire forms are completed by regular hirers and one off hirers	March 2025
		L	Hire from reputable companies, monitor by council	
		L	Staffing employment law followed, use of approved contractors who have provided insurance documentation	Approved contractors – April 2025
Professional services (architects, accountancy, legal)	Staff and external contractors for maintenance, volunteers	L	County association for legal queries.	July 2025
	Standing orders and financial regulations deal with the	L	IA review, others based on best available advice	February 2025

	awarding of contracts			
Section three: Self-managed risk				
Proper financial records	In accordance with statutory requirements	L	JPAG Good Councillors guide to Finance AGAR	Reviewed monthly by council, annually by IA Councillors provided with publications to enhance knowledge Completed annually April 2025 February 2025
Business activities	Ensuring that they are written within the legal powers of councils	L	Follow financial regulations and JPAG guidance Financial regulations reviewed annually Staff and Councillors financial training reviewed annually where necessary Mandates and banking authorisations are reviewed annually	November 2025 March 2025 May 2025 May 2025
Borrowing	Complying with restrictions	L	Council approval is required	When required
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L	Designated legal representations HALC Legal Employment insurance	IA review and council checked monthly IA Review – February 2025 Council - Monthly
VAT	Ensuring that requirements are met under HMRC regulations	L	Refunds paid direct and checked	IA review, council checked quarterly, and advice taken as needed from local council association IA Review – February 2025 Council – Quarterly from April 2025

Annual precept	Ensuring adequacy within sound budgeting arrangements	L	Reviewed by committees before PC approval Draft budget in November Submitted to WCC in January	Budget setting (ensuring adequate reserves) begins September and ratified by full Council in December/January Precept request sent to WCC in January IA review and budget published on web in February/March https://www.bishopswaltham-pc.gov.uk/Financial_Information_41052.aspx I&E monitored by council monthly	September 2025 December 25/January 26 January 2026 IA Review – February 2025 Ongoing monthly
Monitoring of performance		L		Council reviews budget monthly and policies annually	Budget monitoring ongoing monthly Policies review -February 2025
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	L	Report of expenditure by 31/03 Reviewed by CEC Committee and minuted	All grants based on approved form (last updated June 2022) and supporting information, minuted and checked by IA https://www.bishopswaltham-pc.gov.uk/Grants_39940.aspx?Action=EditCompo&id=107864	Review grants awarded - March 2025 IA Review – November 2025
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L	Clerks follow procedure	Posted on website with full agenda packs, as per transparency code and IA review https://www.bishopswaltham-pc.gov.uk/Meeting_Agendas_and_Minutes_8303.aspx	Ongoing IA Review February 2025
Rights of inspection		L	AGAR JPAG Financial regulations	Website updated regularly and policies updated annually https://www.bishopswaltham-pc.gov.uk/Financial_Information_41052.aspx https://www.bishopswaltham-pc.gov.uk/Parish_Council_Documents_8304.aspx	Ongoing Policies review - February 2025

Document control	Proper systems	L	Policies reviewed annually by Council	Policies approved and published https://www.bishopswaltham-pc.gov.uk/Parish_Council_Documents_8304.aspx	Policies review – February 2025
Register of Members' Interests and Gifts and Hospitality	In place, complete, accurate and up to date	L	New councillors ROI completed and reviewed annually	IA and district council review Website updated as required https://www.bishopswaltham-pc.gov.uk/Your_Councillors_8302.aspx	November 2025 Ongoing
Compliance with Transparency Code		L	Website publications are timely and accurate	Stay up to date with legislative changes Transparency documents updated on website quarterly https://www.bishopswaltham-pc.gov.uk/Transparency_Information_31484.aspx	Ongoing April 2025
Loss of key staff		H	Ensure continuity of practice	Relationship with other PC's to provide cover if required	EO to investigate April 2025

Review Dates: June 2025

September 2025

December 2025

March 2026



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 12 – West Hoe Cemetery Management Committee – Request for Funding – *for consideration*

The Internal Auditor noted that the formal letter requesting annual funding had not been tabled at Council and, consequently, the Finance Manager ensured the required letter was presented at the Finance, Policy and Resources Committee meeting of 4.3.25.

**FPR231/24 West Hoe Cemetery Management Committee – Request for Funding
Resolved: To approve the funding of £9,000.00 for West Hoe Cemetery Management Committee for the 2024/25 financial year and refer to Parish Council.**

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

ACTION: Executive Officer

Proposal: To approve the funding request from the West Hoe Cemetery Management Committee for the 2024/25 financial year.

Finance Manager 6.3.25



West Hoe Cemetery Management Committee
Bishop's Waltham Parish Council Offices
The Jubilee Hall, Little Shore Lane
Bishop's Waltham, Hampshire. SO32 1ED

Cllr Mr B Nicholson
Chairman
Bishop's Waltham Parish Council
The Jubilee Hall
Little Shore Lane
Bishop's Waltham
Hampshire
SO32 1ED

27th February 2025

Dear Cllr Mr Nicholson

Request for funding.

At the Committee meeting on 14th November 2024, Councillors considered the budget for the West Hoe Cemetery.

The Committee resolved to request funding of £13,500 from the two Parish Councils, £9,000 from Bishop's Waltham Parish Council and £4,500 from Swanmore Parish Council (75% of the amount budgeted for 2024/25).

Please accept this letter as the request for this funding (£9,000) to be paid to the West Hoe Cemetery Management Committee (bank details below) before the **31st March 2025**.

Yours sincerely,

C.E. Wilkinson

Mrs Cathy Wilkinson
Clerk to the Committee

Bank details: West Hoe Cemetery Management Committee
Unity Trust Bank
60-83-01
20521459



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 13 – Annual Asset Register Review – *for approval*

The annual review of the Council's Asset Register is now complete (with thanks to the Estates Manager, the Groundsmen and Cllrs Homer and Sherwood).

The adjustments, additions and disposals made in 2024-2025 have resulted in an increase in the total assets from £3,788,099.22 to £4,086,634.49.

Proposal:

To approve the Asset Register to 31st March 2025.

**Finance Manager
6.3.25**

Bishops Waltham Parish Council
Fixed Asset Register to 31st March 2025

Asset Checked	Location	Classification	Date Acquired	Asset Description	@ 31.03.24	Adjustments	Additions	Disposals	@ 31.03.25	Useful Life Estimate	Insurance Replacement Value	Notes
✓	Albany Road Allotment	Surfaces	?	Land	1.00				1.00		1.00	
✓	Albany Road Allotment	Gates & Fences	11/10/2004	Wire Fencing around Allotments	8,642.40				8,642.40		8,642.40	
✓	Albany Road Allotment	Surfaces	20/07/2023	Southern Footpath - Albany Road Allotment. Dear Netting & Gate	4,500.00				4,500.00		4,500.00	
✓	Albany Road Allotment	Surfaces	04/07/2023	Southern Footpath - Albany Road Allotment Section	11,870.00				11,870.00	Jun-38	11,870.00	
✓	Albany Road Cricket Ground	Surfaces		Land	1.00				1.00		1.00	
✓	Albany Road Play Area	Surfaces		Land	1.00				1.00		1.00	
✓	Albany Road Play Area	Gates & Fences	28/05/2013	Wooden Three Rail Fence around "kickabout" area	520.65				520.65		520.65	
✓	Albany Road Play Area	Playground Equipment	?	1 Football goal	672.00			336.00	336.00		336.00	
✓	Albany Road Play Area	Street Furniture	?	Dog Bin - Dog walking area (14)	0.00				0.00		0.00	
✓	Albany Road Play Area	Albany Road Play Park	28/06/2024	Albany Road Play Park Equipment	0.00		24,815.14		24,815.14	Jun-39	24,815.14	
✓	Albany Road Play Area	Albany Road Play Park	28/06/2024	Rubber Mat	0.00		15,084.51		15,084.51	Jun-34	15,084.51	
✓	Albany Road Play Area	Albany Road Play Park	28/06/2024	Safety Surfacing	0.00		4,455.00		4,455.00	Jun-34	4,455.00	
✓	Albany Road Play Area	Albany Road Play Park	28/06/2024	Yellow Easy Cause and Post Rail Fencing	0.00		2,893.50		2,893.50	Jun-39	2,893.50	
✓	Albany Road Play Area	Albany Road Play Park	17/05/2024	Plastic Bench (Brown)	0.00		647.20		647.20	Sep-19	647.20	
✓	Albany Road Play Area	Albany Road Play Park	17/05/2024	2 x Seat (Brown)	0.00		760.00		760.00	Sep-19	760.00	
✓	Blanchard Road Play Area	Playground Equipment	31/05/2014	Rubber expanded top heavy bench	516.00				516.00		516.00	
✓	Blanchard Road Play Area	Playground Equipment	13/09/2014	Spring Mat, Turnstile	3,493.15				3,493.15		3,493.15	
✓	Blanchard Road Play Area	Playground Equipment	25/07/2013	Multi-Play equipment	7,000.00				7,000.00		7,000.00	
✓	Blanchard Road Play Area	Surfaces	17/05/2019	Rhyno Mulch Safety Surface	-1,374.75	2,749.50			1,374.75		1,374.75	
✓	Caylands Road Play Area	Surfaces	?	Land for Play Area	1.00				1.00		1.00	
✓	Caylands Road Play Area	Surfaces	06/04/2023	Additional Safety surface	4,355.20				4,355.20	Apr-33	4,355.20	
✓	Caylands Road Play Area	Gates & Fences	28/11/1986	Fencing around Play Area	1,104.31				1,104.31		1,104.31	
✓	Caylands Road Play Area	Playground Equipment	31/01/2008	Guard Rails	7,295.70				7,295.70		7,295.70	
✓	Caylands Road Play Area	Playground Equipment	1990's	Play Equipment	18,350.00				18,350.00		18,350.00	
✓	Caylands Road Play Area	Playground Equipment	19/02/2014	Cricket Ball Game	283.80				283.80		283.80	
✓	Caylands Road Play Area	Playground Equipment	08/01/2021	Swing Set	1,650.00				1,650.00		1,650.00	
✓	Churchill Avenue Play Area	Surfaces	?????	Land for Play Area	1.00				1.00		1.00	
✓	Churchill Avenue Play Area	Playground Equipment	05/11/1997	Play Equipment	14,899.30				14,899.30		14,899.30	
✓	Churchill Avenue Play Area	Gates & Fences	28/09/2005	Wire Fencing around Play Area	7,565.37				7,565.37		7,565.37	
✓	Churchill Avenue Play Area	Gates & Fences	17/10/2007	Gate to Play Area	464.00				464.00		464.00	
✓	Churchill Avenue Play Area	Outside Equipment	31/03/2008	Dog Bin - Play area (1)	188.83				188.83		188.83	
✓	Churchill Avenue Play Area	Playground Equipment	31/01/2008	Guard Rails	4,188.23				4,188.23		4,188.23	
✓	Churchill Avenue Play Area	Playground Equipment	12/11/2008	Swing - eratic seat x 2 - picnic bench	1,921.00				1,921.00		1,921.00	
✓	Churchill Avenue Play Area	Gates & Fences	31/07/2012	Metal fencing to play area	1,928.00				1,928.00		1,928.00	
✓	Churchill Avenue Play Area	Playground Equipment	08/06/2023	Foundabour	10,256.00				10,256.00		10,256.00	
✓	Churchill Avenue Play Area	Sports Equipment	?	2 x Football Goals	0.00				0.00		0.00	Unable to evidence
✓	Coronation Hall Building	Buildings	31/03/24	Coronation Hall Building (Priv St John's Ambulance Hall)	180,000.00				180,000.00		180,000.00	
✓	Hee Road Site	Surfaces	?	Recreation Ground	1.00				1.00		1.00	
✓	Hee Road Site	Outside Equipment	05/12/2005	Signage - Traffic Control	1,403.30				1,403.30		1,403.30	
✓	Hee Road Site	Surfaces	11/03/2009	Car Park Extension	65,613.66				65,613.66		65,613.66	
✓	Hee Road Site	Outside Equipment	19/03/2020	Directional (Aligned) Ramps	3,562.50				3,562.50		3,562.50	
✓	Hee Road Site	Street Furniture	31/03/2008	Dog Bin - Recreation ground (11)	183.83				183.83		183.83	
✓	Hee Road Site	Outside Equipment	17/03/2020	Blue litter bins x 2	564.90				564.90		564.90	

✓	Hoe Road Site	13/06/2001	Gates & Fences	Slight Screen Walling - Tennis Court Fence	1,275.00				1,275.00			1,275.00
✓	Hoe Road Site	30/07/2013	Gates & Fences	100m long barrier (Football rails)	2,770.00				2,770.00			2,770.00
✓	Hoe Road Site	13/05/2016	Gates & Fences	Single gate entrance to Tennis Court	870.00				870.00			870.00
✓	Hoe Road Site	26/11/2016	Gates & Fences	Bow Top Fences, Access Gates in front of Pavillion	3,735.00				3,735.00			3,735.00
✓	Hoe Road Site	08/12/2017	Gates & Fences	Fences - Play Area & Tennis Courts	1,145.00				1,145.00			1,145.00
✓	Hoe Road Site	04/04/2016	Street Furniture	Lockable Notice Board at Tennis Courts	328.95				328.95			328.95
✓	Hoe Road Site	27/03/2013	Street Furniture	6 x Boxap - Australian Cycle Stands inc installation	1,316.67				1,316.67			1,316.67
✓	Hoe Road Site	24/02/2021	Street Furniture	Plastic Bench	180.00				180.00			180.00
✓	Hoe Road Site	18/09/2023	Street Furniture	Teak Garden Bench & Plaque (JR Memorial)	469.83				469.83			469.83
✓	Hoe Road Site	08/06/2010	Sports Equipment	1 teal goal post/70mm round Senior	335.25			335.25	0.00			
✓	Hoe Road Site	13/04/2016	Vehicles	YG11 HKF Ford Ranger XL 4x4 Double Cab	8,000.00				8,000.00			8,000.00
✓	Hoe Road Site	11/05/2022	Vehicles	ZF16 JRX Iuuzu D Max Rag	16,000.00				16,000.00			16,000.00
✓	Hoe Road Site	13/05/2016	Surfaces	Tennis Court Surfaces	18,960.63				18,960.63			18,960.63
✓	Hoe Road Site	31/03/2008	Street Furniture	Dog Bin - Opposite Rd/Grass (12)	183.83				183.83			183.83
✓	Hoe Road Site	23/04/2024	Street Furniture	Dog Bin - Opposite Rd/Grass - 140L Four Wheeler Bin and Bolt Down (X111)	0.00	183.83			183.83	Apr-24		183.83
✓	Hoe Road Site	04/09/2024	Sports Equipment	76mm Scooped Steel Goals	0.00	1,054.00			1,054.00	Sep-24		1,054.00
✓	Hoe Road Site	16/01/2025	Street Furniture	Tombay Bench x2 - Tennis Courts	0.00	640.50			640.50	Jan-25		640.50
✓	Hoe Road Pavillion	7/7/77	Buildings	Hoe Road Pavillion Building	313,000.00				313,000.00			313,000.00
✓	Hoe Road Pavillion	19/11/2012	General Contents	CCTV System	3,948.00				3,948.00			3,948.00
✓	Hoe Road Pavillion	21/08/2013	General Contents	Mix showers & rails x 4	2,260.80				2,260.80			2,260.80
✓	Hoe Road Pavillion	25/09/2015	Gates & Fences	Bow Top Fencing on Pavillion	1,437.31				1,437.31			1,437.31
✓	Hoe Road Pavillion	28/06/2016	General Contents	CCTV System to cover the Tennis Courts	1,495.00				1,495.00			1,495.00
✓	Hoe Road Pavillion	01/11/2017	General Contents	Heaters x 3	826.50				826.50			826.50
✓	Hoe Road Pavillion	25/08/2017	General Contents	Intruder alarm in Pavillion	958.00				958.00			958.00
✓	Hoe Road Pavillion	06/08/2018	General Contents	Heater	337.88				337.88			337.88
✓	Hoe Road Pavillion	28/06/2019	Outside Equipment	Defibrillator	1,269.00				1,269.00			1,269.00
✓	Hoe Road Estates Building	?	Buildings	Hoe Road Estates Storage Building	48,000.00				48,000.00			48,000.00
✓	Hoe Road Estates Building	16/02/2024	General Contents	Electric Roller Shutter Door	2,000.00				2,000.00	Feb-24		2,000.00
✓	Hoe Road Estates Building	30/11/2007	General Contents	Warning Cupboard - Peto	622.00				622.00			622.00
✓	Hoe Road Estates Building	7/7/77	General Contents	Intruder alarm in Estates Building	295.00				295.00			295.00
✓	Hoe Road Estates Building	27/06/2022	General Contents	10L Water Heater	295.00				295.00			295.00
✓	Hoe Road Estates Building	07/09/1999	General Contents	Trailer Independent - S0461380/091/0000384	480.00				480.00			480.00
✓	Hoe Road Estates Building	01/04/2003	General Contents	Tb-Trailer Kubota - K17848307	1,200.00				1,200.00			1,200.00
✓	Hoe Road Estates Building	17/02/2004	Mowers & Machinery	Silver Sials - 605	2,390.86				2,390.86			2,390.86
✓	Hoe Road Estates Building	31/03/2009	Vehicles	HY65 CEY Yanmar EP235 Tractor	14,602.00				14,602.00			14,602.00
✓	Hoe Road Estates Building	22/08/2010	Mowers & Machinery	SIM FS130 Shimmer 281341487	520.00				520.00			520.00
✓	Hoe Road Estates Building	22/09/2010	Mowers & Machinery	SIM FS130 Shimmer 281341474	520.00				520.00			520.00
✓	Hoe Road Estates Building	22/03/2010	Mowers & Machinery	SIM Long reach Hedge trimmer 42280112912	555.00				555.00			555.00
✓	Hoe Road Estates Building	22/03/2010	Mowers & Machinery	Hueyenne Chainsaw 544284801-E	278.00				278.00			278.00
✓	Hoe Road Estates Building	16/04/2010	Mowers & Machinery	Konza K115TST Washer	586.53				586.53			586.53
✓	Hoe Road Estates Building	16/04/2010	Mowers & Machinery	3.1KVA Generator	412.00				412.00			412.00
✓	Hoe Road Estates Building	05/12/2010	Mowers & Machinery	Wessco Country 270 litre spreader	460.00				460.00			460.00
✓	Hoe Road Estates Building	15/11/2012	Mowers & Machinery	Invicola - Chantehouse Rapidoire 1610 Aerator	1,700.00				1,700.00			1,700.00
✓	Hoe Road Estates Building	08/02/2013	General Contents	MAS - 52 x F34542 Tires (Prong)	314.40	314.40			0.00			0.00
✓	Hoe Road Estates Building	10/05/2013	Vehicles	FX18 WZ 164 45HP Tractor	20,300.00				20,300.00			20,300.00
✓	Hoe Road Estates Building	07/07/2014	Mowers & Machinery	Timax Procut 210 Roller Mower	500.00				500.00			500.00
✓	Hoe Road Estates Building	28/07/2014	Mowers & Machinery	SIM BR60 Blower	403.00				403.00			403.00
✓	Hoe Road Estates Building	13/05/2015	Mowers & Machinery	Husqvarna Ridor 216 AWD	3,295.00				3,295.00			3,295.00

✓	Ho Road Estates Building	General Contents	19/08/2016	For Williams P76 Trailer	861.00				861.00		861.00
✓	Ho Road Estates Building	Mowers & Machinery	30/05/2017	C25HD Professional Sulf Spreader	390.00				390.00		390.00
✓	Ho Road Estates Building	Mowers & Machinery	12/07/2017	Ag Advance Line Marker	692.25				692.25		692.25
✓	Ho Road Estates Building	Mowers & Machinery	09/08/2017	Heyler Harrier Hand Mower	530.00				530.00		530.00
✓	Ho Road Estates Building	Mowers & Machinery	01/11/2017	Trimax Procut 210 Roller Mower	500.00				500.00		500.00
✓	Ho Road Estates Building	Mowers & Machinery	06/08/2017	Condess Strimmers x 2	678.00				678.00		678.00
✓	Ho Road Estates Building	Mowers & Machinery	06/04/2018	F80DCRT Spreader (RT36CP) x 2	282.00				282.00		282.00
✓	Ho Road Estates Building	Mowers & Machinery	01/10/2018	Ag Advance (Tank 3MCP/12D) Line Marker x 3	679.00				679.00		679.00
✓	Ho Road Estates Building	Mowers & Machinery	21/02/2019	Bowser Tempast Pressure Washer	1,094.80				1,094.80		1,094.80
✓	Ho Road Estates Building	Mowers & Machinery	09/11/2020	Trimax Procut 150 Roller Mower	2,000.00				2,000.00		2,000.00
✓	Ho Road Estates Building	General Contents	13/05/2021	Container Ramps (810420930009)	320.00				320.00		320.00
✓	Ho Road Estates Building	General Contents	18/05/2021	EGO MHS2002E battery multi-tool & charger (Estabes)	627.00				627.00		627.00
✓	Ho Road Estates Building	Mowers & Machinery	08/12/2021	Husqarna R026 Ho on mower	4,775.00				4,775.00		4,775.00
✓	Ho Road Estates Building	Mowers & Machinery	08/12/2021	Husqarna R014 Ride on Mower	4,775.00				4,775.00		4,775.00
✓	Ho Road Estates Building	General Contents	16/01/2023	Drill Press	191.68				191.68		191.68
✓	Ho Road Estates Building	Mowers & Machinery	16/01/2023	Walker Bowser	2,442.00				2,442.00		2,442.00
✓	Ho Road Estates Building	Office Contents	25/07/2017	ASUS X540L Laptop - LAPTOP-1B029MBWPC-PC06	460.00				460.00		460.00
✓	Ho Road Estates Building	Office Contents	31/03/2008	Larovo ThinPad Laptop - WEST-HCE-PC05WPC-PC08 (SIS)	795.43				795.43		795.43
✓	Ho Road Estates Building	General Contents	31/03/2009	Street Cleaning Handcart	300.00				300.00		300.00
✓	Ho Road Estates Building	General Contents	15/01/2015	Gazabo 1	215.42				215.42		215.42
✓	Ho Road Estates Building	General Contents	19/01/2021	Gazabo 2	215.42				215.42		215.42
✓	Ho Road Estates Building	Outside Equipment	17/05/2017	One Way Shipping Container - Green	2,000.00				2,000.00		2,000.00
✓	Ho Road Estates Building	Outside Equipment	07/01/2018	20' Container - Blue	1,675.00				1,675.00		1,675.00
✓	Ho Road Estates Building	Gates & Fences	24/01/2023	Boundary Fencing - Rear of Estates Shed	428.00				428.00		428.00
✓	Ho Road Estates Building	General Contents	12/11/2019	RHZ siren	300.00				300.00		300.00
✓	Ho Road Estates Building	Mowers & Machinery	28/06/2024	Ego L31 5600W 56V Blower Kit	332.50			332.50	332.50	Jun-24	332.50
✓	Ho Road Estates Building	Gates & Fences	20/11/2024	4 Crowd Control Barriers & 6 Barrier Feet	0.00			236.36	236.36	Nov-24	236.36
✓	Ho Road Estates Building	Mowers & Machinery	14/02/2025	22bar 18" Hand-Held Pressure Washer & Thin 18" 5.5amp Battery Pack	0.00			122.48	122.48	Feb-25	122.48
✓	Ho Road Estates Building	General Contents	16/05/2021	EGO MHS2002E multi-tool & charger (Lanaghan Shed)	627.00				627.00		627.00
✓	Ho Road Estates Building	Mowers & Machinery	25/03/2017	Cub Cabal LT1 Ride on Mower (Lengthenmen Shed)	1,900.80				1,900.80		1,900.80
✓	Ho Road Estates Building	Gates & Fences	25/03/2017	Gate post & 10' Field Gate (Removed from PP overflow car park entrance)	639.00				639.00		639.00
✓	Ho Road Play Area	Playground Equipment	01/06/2007	Fencing & Play Equipment	67,347.20				67,347.20		67,347.20
✓	Ho Road Play Area	Playground Equipment	30/01/2012	Hoover Sae-Saw	1,989.00				1,989.00		1,989.00
✓	Ho Road Play Area	Playground Equipment	31/03/2017	Rota Roka SpinairRope Swing	1,566.32				1,566.32		1,566.32
✓	Ho Road Play Area	Playground Equipment	31/03/2017	Viking Basket Seat Swing	2,847.53				2,847.53		2,847.53
✓	Jubilee Hall Site	Surfaces	15/09/2018	Phyno Mukhi Sateley Surfacing	12,337.15				12,337.15		12,337.15
✓	Jubilee Hall Site	Surfaces	??????	Land off Little Shors Lane	1.00				1.00		1.00
✓	Jubilee Hall Site	Outside Equipment	06/09/2014	2no. Kingfisher Innovation LED 58 watt lamp post heads	1,796.40				1,796.40		1,796.40
✓	Jubilee Hall Site	Surfaces		Car Park Extn (JH) - Surfacing	38,316.00				38,316.00		38,316.00
✓	Jubilee Hall Site	Surfaces		Car Park Extn (JH) - Silt Kinks	7,800.19				7,800.19		7,800.19
✓	Jubilee Hall Site	Surfaces		Car Park Extn (JH) - Signal Lines	3,500.00				3,500.00		3,500.00
✓	Jubilee Hall Site	Outside Equipment		Car Park Extn (JH) - Lighting	26,400.00				26,400.00		26,400.00
✓	Jubilee Hall Site	Street Furniture	29/07/2020	Have You Paid & Displayed Sign	378.44				378.44		378.44
✓	Jubilee Hall Site	Outside Equipment	07/04/2020	Sprinklering Terminal x 2	7,760.00				7,760.00		7,760.00
✓	Jubilee Hall Site	Outside Equipment	05/10/2020	Excess Electrical Vehicle Charger	3,340.00				3,340.00		3,340.00
✓	Jubilee Hall Site	Street Furniture	31/03/2006	1100 fire Green Bin (exit of car park)	266.46				266.46		266.46
✓	Jubilee Hall Site	Street Furniture	31/05/2008	Dog Bin - Car Park (19)	183.83				183.83		183.83
✓	Jubilee Hall Site	Outside Equipment	10/08/2022	Jubilee Bench	855.00				855.00		855.00

✓	Jubilee Hall Site	Outside Equipment	22/03/2018	Emergency Generator Store (Green)	520.83				520.83			520.83	
✓	Jubilee Hall Site	Street Furniture	07/03/2018	Spectator YS09 Youth Shelter	10,947.50				10,947.50			10,947.50	
✓	Jubilee Hall Site	Outside Equipment	18/08/2023	Bin Store	2,787.00				2,787.00		Aug-23	2,787.00	
✓	Jubilee Hall Site	Street Furniture	13/11/2024	50L Yellow Grit Bin	0.00		53.50		53.50			53.50	
✓	Jubilee Hall Site	Surfaces	04/02/2025	Agriflex anti-rat to Youth Shelter	0.00		2,183.20		2,183.20		Feb-20	2,183.20	
✓	Jubilee Hall Site	Street Furniture	11/02/2025	Dog Bin - Car Park - 140L Wheelie Bin & Bolt Down Kit (18)	0.00		181.00		181.00		Feb-25	181.00	
✓	Jubilee Hall Building	Buildings	?	The Jubilee Hall Building (Including Solar Panels 2024)	1,150,000.00		61,374.43		1,211,374.43			1,173,770.00	Solar Panels 2024
✓	Jubilee Hall Building	General Contents	19/03/2011	Fitted stainless steel kitchen	13,000.00				13,000.00			13,000.00	
✓	Jubilee Hall Building	General Contents	31/03/2004	Shaman Skiff	7,868.00				7,868.00			7,868.00	
✓	Jubilee Hall Building	General Contents	30/05/2007	Boiler & Heating System	15,060.00				15,060.00			15,060.00	
✓	Jubilee Hall Building	General Contents	10/01/2008	Intruder Alarm System	2,463.00				2,463.00			2,463.00	
✓	Jubilee Hall Building	General Contents	24/02/2008	Stainless Steel Canopy Exhaust System - Kitchen	4,646.00				4,646.00			4,646.00	
✓	Jubilee Hall Building	General Contents	01/03/2011	AP18 amplifier & accessories	1,822.10				1,822.10			1,822.10	
✓	Jubilee Hall Building	General Contents	06/08/2011	Hand driers	741.00				741.00			741.00	
✓	Jubilee Hall Building	General Contents	24/10/2012	Diamond Suits - Heatsie Saha water heater	782.85				782.85			782.85	
✓	Jubilee Hall Building	General Contents	24/10/2012	Diamond Suits - Kitchen units/drawers	2,821.64				2,821.64			2,821.64	
✓	Jubilee Hall Building	Outside Equipment	24/10/2012	Diamond Suits - Ramp scaffolding	887.21				887.21			887.21	
✓	Jubilee Hall Building	General Contents	24/10/2012	Entrance External Screen - New Front Doors	3,817.64				3,817.64			3,817.64	
✓	Jubilee Hall Building	Outside Equipment	14/02/2017	Emergency Plan - Generator - Connection	3,383.32				3,383.32			3,383.32	
✓	Jubilee Hall Building	General Contents	31/03/2017	60 lit Gas Boiler	4,700.00				4,700.00			4,700.00	
✓	Jubilee Hall Building	Outside Equipment	18/07/2019	Driftfillator	1,289.00				1,289.00			1,289.00	
✓	Jubilee Hall Building	General Contents	03/02/2022	CCTV System	3,884.00				3,884.00			3,884.00	
✓	Jubilee Hall Building	General Contents	15/08/2022	Kitchen Shutter	2,465.00				2,465.00			2,465.00	
✓	Jubilee Hall Building	General Contents	18/12/2026	3 Table Trolleys (Gold Room)	448.79				448.79			448.79	
✓	Jubilee Hall Building	General Contents	01/01/2007	Hempstie Sound - Portable Sound System	2,357.00				2,357.00			2,357.00	
✓	Jubilee Hall Building	General Contents	05/09/2008	Monwood Vulcan Masterchef Gas Range (Kitchen)	1,788.00				1,788.00			1,788.00	
✓	Jubilee Hall Building	General Contents	31/03/2008	Chairman's Honours Board (Ruby Room)	834.75				834.75			834.75	
✓	Jubilee Hall Building	General Contents	25/11/2009	Stage Outchairs E Ball Venue Ink Blue (Gold Room)	1,054.00				1,054.00			1,054.00	
✓	Jubilee Hall Building	General Contents	31/03/2014	Skittle Alley	1,215.00				1,215.00			1,215.00	
✓	Jubilee Hall Building	General Contents	10/05/2017	Scrub 300 Floor cleaner	581.00				581.00			581.00	
✓	Jubilee Hall Building	General Contents	18/05/2017	Audio Visual Equipment	7,574.00				7,574.00			7,574.00	
✓	Jubilee Hall Building	General Contents	05/03/2020	Modular display board system	321.00				321.00			321.00	
✓	Jubilee Hall Building	General Contents	14/08/2020	Storage Cupboard Units - Stage Store Room	960.00				960.00			960.00	
✓	Jubilee Hall Building	General Contents	07/02/2022	Bedroom nets and posts	553.26				553.26			553.26	
✓	Jubilee Hall Building	General Contents	16/08/2024	C515VSD dishwasher + installation	2,045.00				2,045.00			2,045.00	
✓	Jubilee Hall Building	General Contents	26/01/2023	Linak Water Boiler (Kitchen)	478.65				478.65			478.65	
✓	Jubilee Hall Building	Chris Regalia	23/04/2009	Chairman's Badge (Office sale)	575.00				575.00			575.00	
✓	Jubilee Hall Building	General Contents	19/02/2019	Evolve Radar Speed Sign	1,868.99				1,868.99			1,868.99	
✓	Jubilee Hall Building	Chris Regalia	25/04/2019	Chairman Pendant (Office sale)	559.45				559.45			559.45	
✓	Jubilee Hall Building	General Contents	28/09/2012	Watercolour - Diamond Jubilee Street Party (Silver Room)	360.00				360.00			360.00	
✓	Jubilee Hall Building	General Contents	23/05/2023	BW Celebrates (Coronation) Watercolour	350.00				350.00			350.00	
✓	Jubilee Hall Building	Office Contents	30/05/2001	4 Drawer Filing Cabinets x 4 and 2 Drawer Filing Cabinets x 1	349.19				349.19		Jun-08	349.19	
✓	Jubilee Hall Building	General Contents	14/02/2024	Lapel Mils	58.00				58.00		Feb-29	58.00	
✓	Jubilee Hall Building	General Contents	22/04/2006	Optoma EP739H XGA digital projector	723.05				723.05			723.05	
✓	Jubilee Hall Building	Office Contents	14/09/2016	BT Yealink T41P handset	380.00				380.00			380.00	
✓	Jubilee Hall Building	Office Contents	19/07/2016	Laplop - CSO - CARETAKER PCBWPC-P07	757.50				757.50			757.50	
✓	Jubilee Hall Building	Office Contents	01/11/2017	Lemvo Thinkbook - DESKTOP-19K0MTJBNPC-PC14	624.00				624.00			624.00	
✓	Jubilee Hall Building	Office Contents	25/07/2018	HP EliteDesk 800 Assistant PCBWPC-P05	794.50				794.50			794.50	

✓	Jubilee Hall Building	Office Contents	28/07/2019	HP 290 G1 - DESKTOP-D3M4JD/WBPC-PC09	559.84				559.84				559.84
✓	Jubilee Hall Building	Office Contents	04/12/2019	HP ProDesk 400 G6 - DDLERK-PCBWP-PC01	615.65			615.65	0.00				
✓	Jubilee Hall Building	Office Contents	20/10/2020	HP ProBook 440 G7 Laptop - DESKTOP-S03TTCGB/WPC-PC13	712.26				712.26				712.26
✓	Jubilee Hall Building	Office Contents	07/05/2022	HP ProBook 465 Laptop - DESKTOP-DHHCJ02/WPC-PC10	675.48				675.48				675.48
✓	Jubilee Hall Building	Office Contents	18/01/2023	Dell Vostro 3710 - DESKTOP-S03TTCGB/WPC-PC12	488.99				488.99				488.99
✓	Jubilee Hall Building	Office Contents	20/02/2024	HP Pro 290 - ADMIN-PCBWP-PC02	1,453.00				1,453.00				1,453.00
✓	Jubilee Hall Building	Office Contents	27/11/2024	Dell Optiplex 7100 - DDLERK-PCBWP-PC15	591.80				591.80				591.80
✓	Jubilee Hall Building	Office Contents	31/07/2018	APC SmartUPS 11VA, 24 Port Gigabit PoE Data Switch	563.42			563.42	Nov-29				563.42
✓	Jubilee Hall Building	Office Contents	18/01/2023	Draytek Router	881.25				881.25				881.25
✓	Jubilee Hall Building	Office Contents	01/04/2022	Samsung Galaxy Mobile Phone - Halls Manager	311.00				311.00				311.00
✓	Jubilee Hall Building	Office Contents	02/04/2022	Samsung Galaxy Mobile Phone - Grounds 1	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	03/04/2022	Samsung Galaxy Mobile Phone - Grounds 2	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	04/04/2022	Samsung Galaxy Mobile Phone - Grounds 3	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	05/04/2022	Samsung Galaxy Mobile Phone - Langham	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	07/04/2022	Samsung Galaxy Mobile Phone - Caretaker	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	07/09/2022	Samsung Galaxy Mobile Phone - Projects	270.65				270.65				270.65
✓	Jubilee Hall Building	Office Contents	05/09/2022	Black Ergo Office Chairs x 4	232.31				232.31				232.31
✓	Jubilee Hall Building	Office Contents	15/02/2024	Feather Flag Banner, Pole and Base (House of Flags)	955.00				955.00				955.00
✓	Jubilee Hall Building	General Contents	18/12/2006	900 Stacking Chairs (Gold Room)	346.34				346.34				346.34
✓	Jubilee Hall Building	General Contents	18/12/2006	44 Large Tables (Gold Room)	13,470.00			13,470.00					13,470.00
✓	Jubilee Hall Building	General Contents	18/12/2006	8 Small Tables (Gold Room)	875.00				875.00				875.00
✓	Jubilee Hall Building	General Contents	14/12/2010	11 Large Easyfit folding tables (Gold Room)	450.00			450.00	90.00				360.00
✓	Jubilee Hall Building	Office Contents	18/07/2013	Benwood arm chairs x 2 (Blue material)	2,073.75			2,073.75	1,400.58				1,400.58
✓	Jubilee Hall Building	General Contents	12/03/2014	Contour Plus Folding Table 95000 x 11	428.01				428.01				428.01
✓	Jubilee Hall Building	General Contents	10/12/2014	Contour Plus Folding Table x 8 - Atlas Grey	1,000.30				1,000.30				1,000.30
✓	Jubilee Hall Building	General Contents	21/02/2016	Contour Plus Folding Table x 5 - Atlas Grey	1,130.34				1,130.34				1,130.34
✓	Jubilee Hall Building	General Contents	16/01/2023	5 x WAT1875 Escafit Folding Tables	782.55				782.55				782.55
✓	Jubilee Hall Building	General Contents	19/06/2017	Telan Giant 2 Bicycle (With Caretaker - R. Stratton)	905.50				905.50				905.50
✓	Jubilee Hall Building	General Contents	17/05/2018	1 x Tommy Remembrance Statue	665.66				665.66				665.66
✓	Jubilee Hall Building	General Contents	10/05/2024	Blue Vinyl Stacking Armchairs x 10	775.59				775.59				775.59
✓	Jubilee Hall Building	General Contents	?	9 White Folding Tables for outside use (further the stage)	0.00				0.00				0.00
✓	Jubilee Hall Building	General Contents	14/11/2024	7 x Probreza 2500W Oil Filled Radiator	418.61			418.61	Nov-24				418.61
✓	Jubilee Hall Building	General Contents	18/02/2025	Commercial Stainless Steel Work Table (Kitchen)	179.00			179.00	Feb-25				179.00
✓	Jubilee Hall Building	General Contents	04/05/2023	PAT Testing Machine & Adapter	289.00				289.00				289.00
✓	Jubilee Hall Building	General Contents	01/06/2023	FLIR Thermal Imaging Camera	480.39				480.39				480.39
✓	Jubilee Hall Play Area	Surfaces	18/10/2021	FLIR TCS287 Thermal Imaging Camera	317.49			317.49	Aug-28				317.49
✓	Jubilee Hall Play Area	Goals & Fences	19/05/2011	Resurface play areas	1,275.00			1,275.00					1,275.00
✓	Jubilee Hall Play Area	Street Furniture	15/11/2011	2 Rainbow Benches	4,027.00			4,027.00					4,027.00
✓	Jubilee Hall Play Area	Street Furniture	25/11/2013	Rainbow Heavy duty picnic bench	963.00				963.00				963.00
✓	Jubilee Hall Play Area	Playground Equipment	19/05/2011	Dolls Swing	1,765.00				1,765.00				1,765.00
✓	Jubilee Hall Play Area	Playground Equipment	19/05/2011	Brave Tower	2,995.00				2,995.00				2,995.00
✓	Jubilee Hall Play Area	Playground Equipment	20/07/2012	Zingo Spinner	755.00				755.00				755.00
✓	Jubilee Hall Play Area	Surfaces	01/05/2019	Rhino Munch safety surface	613.00				613.00				613.00
✓	Montague Road Play Area	Goals & Fences	19/09/2023	Essex Gate 1m high Pedestrian/Vehicle Gate (Yellow)	2,294.00				2,294.00				2,294.00

2 disposed

Added 23.07.24

✓	Montague Road Play Area	Gates & Fences	19/09/2023	Playspace Fencing	3,538.00	3,538.00	Sep-38	3,538.00	Sep-38	3,538.00
✓	Montague Road Play Area	Gates & Fences	31/10/2023	Easy Gate 1m high Pedestrian/Vehicle Gate (Yellow) (Rinkalabout)	2,395.83	2,395.83	Oct-38	2,395.83	Oct-38	2,395.83
✓	Montague Road Play Area	Surfaces	18/09/2023	Eco-Tumble Surfacing	15,913.00	15,913.00	Sep-38	15,913.00	Sep-38	15,913.00
✓	Montague Road Play Area	Surfaces	19/09/2023	Tarmac Pathway	11,385.00	11,385.00	Sep-38	11,385.00	Sep-38	11,385.00
✓	Montague Road Play Area	Surfaces	19/09/2023	Forest Green Eco-tumble Surface	9,387.50	9,387.50	Sep-38	9,387.50	Sep-38	9,387.50
✓	Montague Road Play Area	Surfaces	19/09/2023	Wickstead Safety Grass	2,447.50	2,447.50	Sep-38	2,447.50	Sep-38	2,447.50
✓	Montague Road Play Area	Street Furniture	19/09/2023	Armick Bench	655.00	655.00	Sep-38	655.00	Sep-38	655.00
✓	Montague Road Play Area	Street Furniture	19/09/2023	Armick Bench	655.00	655.00	Sep-38	655.00	Sep-38	655.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Viding Swing & Tango Seat (Green)	3,295.00	3,295.00	Sep-38	3,295.00	Sep-38	3,295.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Swift Roundabout	7,392.00	7,392.00	Sep-38	7,392.00	Sep-38	7,392.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	The Crusader (Dark Green)	6,901.00	6,901.00	Sep-38	6,901.00	Sep-38	6,901.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Spin & Bounce (Light Green/Yellow/Green)	3,295.00	3,295.00	Sep-38	3,295.00	Sep-38	3,295.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Barco (Light Green/Yellow/Green)	6,895.00	6,895.00	Sep-38	6,895.00	Sep-38	6,895.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Half Log Walk	538.00	538.00	Sep-38	538.00	Sep-38	538.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Balance Beam	353.00	353.00	Sep-38	353.00	Sep-38	353.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Balance Weaver	655.00	655.00	Sep-38	655.00	Sep-38	655.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Flying Beta Cog Spinner	1,095.00	1,095.00	Sep-38	1,095.00	Sep-38	1,095.00
✓	Montague Road Play Area	Playground Equipment	19/09/2023	Spooky Para Gate	864.00	864.00	Sep-38	864.00	Sep-38	864.00
✓	Montague Road Play Area	Street Furniture	18/09/2023	Litter Bins x 2	220.00	220.00	Sep-38	220.00	Sep-38	220.00
✓	Montague Road Play Area	Street Furniture	09/11/2023	Plastic Bench (Marmax)	560.00	560.00	Sep-38	560.00	Sep-38	560.00
✓	Montague Road Play Area	Playground Equipment	22/07/2024	Forza 3m x 2m Goal & 4 Goal Anchors	364.16	364.16	Nov-33	364.16	Jan-38	364.16
✓	Montague Road Play Area	Surfaces	22/10/2024	Rubber Mulch with leaf grafix	0.00	2,910.68	Oct-39	2,910.68	Oct-39	2,910.68
✓	Moorey Drive	Surfaces		Land	1.00	1.00		1.00		1.00
✓	Oak Road Site	Gates & Fences	30/09/2007	Fencing & Grinnetworks	18,575.00	18,575.00		18,575.00		18,575.00
✓	Oak Road Site	Gates & Fences	28/07/2021	1.2m high bow top Easy Gate x 2	2,311.00	2,311.00		2,311.00		2,311.00
✓	Oak Road Site	Gates & Fences	28/07/2021	1.0m high flat top Easy Gate x 5	5,401.00	5,401.00		5,401.00		5,401.00
✓	Oak Road Play Area	Street Furniture	31/05/2018	Dog Bin (10)	183.83	183.83		183.83		183.83
✓	Oak Road Play Area	Playground Equipment	31/08/2001	Play Equipment	37,770.80	37,770.80		37,770.80		37,770.80
✓	Oak Road Play Area	Playground Equipment	19/09/2009	Cocherat 2 way bounce about	1,157.00	1,157.00		1,157.00		1,157.00
✓	Oak Road Play Area	Playground Equipment	16/09/2016	Spin Spring Mobile - Cool Cat	1,297.20	1,297.20		1,297.20		1,297.20
✓	Oak Road Play Area	Surfaces	10/07/2017	Rhyno Mulch Safety Surfacing	8,372.57	8,372.57		8,372.57		8,372.57
✓	Oak Road Play Area	Surfaces	19/10/2021	Surface play areas	1,350.00	1,350.00		1,350.00		1,350.00
✓	Priony Park Site	Surfaces	?	Land	1.00	1.00		1.00		1.00
✓	Priony Park Site	Outdoor Equipment	27/07/2015	LED 20W Front Facing flood lights in car park	285.50	285.50		285.50		285.50
✓	Priony Park Site	Surfaces	21/08/2018	Install 240m footpath	3,850.00	3,850.00		3,850.00		3,850.00
✓	Priony Park Site	Surfaces	22/07/2019	Extend footpath	4,250.00	4,250.00		4,250.00		4,250.00
✓	Priony Park Site	Street Furniture	27/05/2013	3 x Boxap - Australian Cycle Stand installation	658.33	658.33		658.33		658.33
✓	Priony Park Site	Street Furniture	31/03/2008	Dog Bin - Opposite play area (3, 4, 6 disposed of)	735.34	735.34		735.34		735.34
✓	Priony Park Site	Street Furniture	16/05/2015	Litter Bins - Derby Standard	1,799.70	1,799.70		1,799.70		1,799.70
✓	Priony Park Site	Street Furniture	08/12/2020	Litter Bins - Derby Standard	320.00	320.00		320.00		320.00
✓	Priony Park Site	Gates & Fences	22/09/2005	Fencing around Play Area	2,250.00	2,250.00		2,250.00		2,250.00
✓	Priony Park Site	Gates & Fences	21/03/2012	Palisade gate, Pathway	1,110.00	1,110.00		1,110.00		1,110.00
✓	Priony Park Site	Gates & Fences	23/04/2012	Fencing, gates, plants around Football Pitches	13,313.00	13,313.00		13,313.00		13,313.00
✓	Priony Park Site	Gates & Fences	16/08/2013	1.2m high stock wire fencing + 2 gates	2,865.97	2,865.97		2,865.97		2,865.97
✓	Priony Park Site	Gates & Fences	25/03/2017	Gate post & 10' Field Gate (Overlow Car Park)	690.00	690.00		690.00		690.00
✓	Priony Park Site	Gates & Fences	21/03/2023	PP Car Park Fencing	1,140.00	1,140.00	Mar-33	1,140.00	Mar-33	1,140.00
✓	Priony Park Site	Street Furniture	28/02/2014	Fitness warning Sign & Post for outdoor Gymnasium	275.00	275.00		275.00		275.00
✓	Priony Park Site	Street Furniture	06/08/2021	Noticeboard	445.00	445.00		445.00		445.00

31/03/2009	Street Furniture	Street Lights (St George's Square) x 4	2,868.11				2,868.11		
27/07/2011	Street Furniture	Tower 4 Tier - Bill Wornsey Memorial (Barr Street)	889.00				889.00		
25/01/2012	Street Furniture	Town Centre sign (Winchester Road/St George's Square)	1,425.00				1,425.00		
21/05/2012	Street Furniture	Map of town centre (St George's Square)	900.00				900.00		
17/03/2016	Street Furniture	Flower Tower 3 Tier Black x 1 (Red Lion Street)	366.65				366.65		
11/02/2008	Street Furniture	Oak Noticeboard (The Avenue)	1,473.33				1,473.33		
11/02/2008	Street Furniture	Oak Noticeboards (Cross Street)	1,473.33				1,473.33		
11/02/2008	Street Furniture	Oak Noticeboards (Lion Street)	1,473.34				1,473.34		
01/03/2008	Street Furniture	Bench Seat (South Pond Recreation Area)	269.00				269.00		
31/03/2009	Street Furniture	Bench Seat (High Street)	503.00				503.00		
04/12/2009	Street Furniture	Oak Noticeboard, Hoe Road Police Station	1,144.00				1,144.00		
05/01/2009	Street Furniture	Oak Community Noticeboard (Houthill Street)	975.00				975.00		
23/01/2013	Street Furniture	Sustainable Furniture - Picnic Bench x 3 (St W Patrice)	783.33		200.00		583.33		1 disposed
13/02/2013	Street Furniture	Gleason - Phoenix Seat (North Pond)	455.77				455.77		
19/11/2015	Street Furniture	Salway Mid Steel/Triener Bench x 1 (Langton Road)	340.00				340.00		
30/01/2018	Street Furniture	Bus Stop (Both) Seat 14 Crossroads - Godfrey Pink Way end	507.00				507.00		
30/01/2018	Street Furniture	Bus Stop (Both) Seat 15 Crossroads - Hoe Road end	507.00				507.00		
09/02/2018	Street Furniture	Bench (North Pond Viewing Area)	420.75				420.75		
11/05/2018	Street Furniture	Bus Stop (Both) Seat 13 Free Street - Colville Drive	414.00				414.00		
08/12/2022	Street Furniture	Pleiner - Bushinged Street	527.00				527.00		
08/03/2023	Surfices	Southern Footpath - Bixes/Cheer/Barnwalk (Bosworth Gardens)	13,000.00				13,000.00		Mar-28
14/11/2015	Street Furniture	Speed Indication device	2,449.00				2,449.00		
10/12/2021	Street Furniture	Speed gates (Winchester Road/Deer Way)	3,275.00				3,275.00		
10/12/2021	Street Furniture	Speed gates (Winchester Road/Bishops Meadow)	3,275.00				3,275.00		
12/10/2022	Street Furniture	Footis Speed Indication device	2,050.00				2,050.00		
22/02/2022	Outside Equipment	CSC Body Camera	209.00				209.00		
04/03/2019	Street Furniture	Telephone Box Information Point (Red Lion Street)	1.00				1.00		Jun-29
?	Street Furniture	Dog Bin (Bishop's Meadow) (19)	0.00				0.00		
?	Street Furniture	Dog Bin (Old Railway Footpath) (13)	0.00				0.00		
?	Street Furniture	Dog Bin (Rearidge Lane) (17)	0.00				0.00		
?	Street Furniture	Dog Bin (Sloak Close) (16)	0.00				0.00		
?	Street Furniture	Dog Bin (South Pond/Station Rd/Bishop's Lane) (15)	0.00				0.00		
?	Street Furniture	Dog Bin (Station Road) (9)	0.00				0.00		
18/09/2023	Street Furniture	Litter Bins x 2 (To be assigned)	220.00			220.00	0.00		Sep-23
21/03/2024	Gates & Fences	Kissing Gate 5 - Footpath FP49/F44 Junction (Tangle Farm)	0.00			483.58	483.58		Mar-24
03/05/2024	Gates & Fences	Kissing Gate 6 - Footpath FP44 Park Ldg (Tangle Farm)	0.00			483.58	483.58		May-24
29/03/2024	Street Furniture	Enclosure 4 x Rigid Solar Panel & 2 x mounting feet (SID)	0.00			483.33	483.33		Aug-29
29/03/2024	Street Furniture	Renoxy 7 x Solar Panel Pole Mount (SID)	0.00			419.59	419.59		Aug-29
02/10/2024	Street Furniture	Viesse Vario Speed Info Display/Charger/Battery/Steel Thread	0.00			2,955.58	2,955.58		Oct-24
20/11/2024	Street Furniture	4 x Crowd Barriers and Feet	0.00			236.36	236.36		Nov-24
04/12/2024	Mowers & Machinery	Dewalt Hedge Trim/XR Trim & Battery/Spec&J Loppers/Bag/Gloves	0.00			497.58	497.58		Footpath warden tools
?	Gates & Fences	Kissing Gate 7 - Footpath FP28 (Shipstone Lane)	0.00			0.00	0.00		
?	Gates & Fences	Kissing Gate 8 - Footpath FP28 (Little Ashton Lane)	0.00			0.00	0.00		
?	Gates & Fences	Kissing Gate 9 - Footpath FP29 (End of Friarose Tenace)	0.00			0.00	0.00		
?	Gates & Fences	Self Closing Gates 1 & 2 - Footpath FP38 (Park Farm)	0.00			0.00	0.00		
?	Gates & Fences	Kissing Gate 10 - Footpath FP50 (Linnets' property)	0.00			0.00	0.00		
?	Gates & Fences	Kissing Gate 11 - Footpath FP50/FP58 Junction (Linnets' property)	0.00			0.00	0.00		
05/12/2024	Gates & Fences	Self Closing Gates 3 & 4 - Footpath FP12 (Robbie's River Bridge)	0.00			372.00	372.00		Dec-24

✓	All Parish	General Contents	28/11/2024	ELV, Transformer and lines (see Xmas tree)	0.00	125.59	125.59	125.59	125.59	
✓	West Hoe Cemetery	Surfaces	07/11/1978	Land (Cemetery + 7 acres)	17,000.00			17,000.00		17,000.00
✓	West Hoe Cemetery	Street Furniture	?	Yacht Gais	25,550.00			25,550.00		25,550.00
✓	West Hoe Cemetery	Street Furniture	?	2 signs (Yacht Gate)	230.00			230.00		230.00
✓	West Hoe Cemetery	Street Furniture	28/06/1998	Warwick, 4' Seats x 2 (Contemplation Area)	442.00			442.00		442.00
✓	West Hoe Cemetery	Street Furniture	19/07/2000	Warwick, 4' Seat x 2 (Ornament Area)	221.00			221.00		221.00
✓	West Hoe Cemetery	Street Furniture	22/09/2000	Warwick, 4' Seat x 2 (Section A)	221.00			221.00		221.00
✓	West Hoe Cemetery	Street Furniture	06/10/2000	Warwick, 4' Seat x 6 (Section B)	456.00			456.00		456.00
✓	West Hoe Cemetery	Street Furniture	2/10/6/2001	Warwick, 4' Seats x 3 (Section C)	720.00			720.00		720.00
✓	West Hoe Cemetery	Gates & Fences	01/10/2001	Royal Tulliman 12' gap split arch gate	566.00			566.00		566.00
✓	West Hoe Cemetery	Gates & Fences	01/10/2001	4' Tulliman 30' gap gate	124.00			124.00		124.00
✓	West Hoe Cemetery	Gates & Fences	2/10/12/003	Somerest gate 12' split with 6' posts	204.46			204.46		204.46
✓	West Hoe Cemetery	Street Furniture	09/08/2004	6 A4 2Bay Noiseboard Oak & Ebony	663.00			663.00		663.00
✓	West Hoe Cemetery	Street Furniture	14/02/2006	Warwick, 5' Seats x 2 (Section B)	524.00			524.00		524.00
✓	West Hoe Cemetery	Street Furniture	?	Warwick, 5' Seats x 5 (Section C)	439.60			439.60		439.60
✓	West Hoe Cemetery	Street Furniture	04/01/2008	Falcon Nameplate plaque on stone	130.00	130.00				
✓	West Hoe Cemetery	Other Contents	23/09/2020	Lanexo Think Book Laptop - DESKTOP-UEVTRNBWPC-PC11	286.70			286.70		286.70
✓	West Hoe Cemetery	Street Furniture	27/08/2010	Falcon Nameplate plaques on stone	2,190.00			2,190.00		2,190.00
✓	West Hoe Cemetery	Outside Equipment	26/09/2010	2 large, 5 small cages for covering floral tributes	127.50			127.50		127.50
✓	West Hoe Cemetery	Street Furniture	22/06/2011	Anchorfast 2 seater Somerest bench (Garden of Remembrance)	180.00			180.00		180.00
✓	West Hoe Cemetery	Street Furniture	03/11/2011	Westminster Hardwood 2 seater bench (Area C)	127.50			127.50		127.50
✓	West Hoe Cemetery	Street Furniture	02/12/2011	Anchorfast 2 seater Somerest bench (Area C)	162.23			162.23		162.23
✓	West Hoe Cemetery	Street Furniture	07/03/2012	Yellow ashtrigh 12 cubic ft.	162.50			162.50		162.50
✓	West Hoe Cemetery	Street Furniture	14/01/2014	Westminster Hardwood 2 seater bench (Area B)	482.00			482.00		482.00
✓	West Hoe Cemetery	Street Furniture	12/10/2016	Cemetery opening time signs (entrance) x 2	789.40			789.40		789.40
✓	West Hoe Cemetery	Street Furniture	24/04/2017	Riverbank seat bench (Area C)	798.00			798.00		798.00
✓	West Hoe Cemetery	Gates & Fences	07/09/2018	19ft 1.2 round top picket fencing & gates (Pet cemetery)	176.16			176.16		176.16
✓	West Hoe Cemetery	Outside Equipment	25/01/2019	7 x birdboxes	111.60			111.60		111.60
✓	West Hoe Cemetery	Street Furniture	08/07/2019	Aluminium Memorial Tree Plaque (Area B) x 4	104.77			104.77		104.77
✓	West Hoe Cemetery	Street Furniture	05/08/2019	Pet Cemetery sign	578.40			578.40		578.40
✓	West Hoe Cemetery	Office Contents	09/09/2019	Register of Burials and Registrar of Memorials	848.46			848.46		848.46
✓	West Hoe Cemetery	Street Furniture	06/02/2020	Mirror finish aluminium plaque and post signs x 4	444.00			444.00		444.00
✓	West Hoe Cemetery	Outside Equipment	20/02/2020	22 x grave markers	3,786,059.22			3,786,059.22		3,786,059.22
					2,748.50	303,873.80	7,298.03	4,096,654.49	444.00	5,259,188.06

Net value



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 14 - Planning Applications - To ratify the recommendations from the Planning and Highways Committee

25/00139/PNHOU

Closing Date: 18.2.25

Single Storey flat roof extension with parapet. Overall dimension approximately 4.5m length (extension) width 4.5m

23 Gunners Park, Bishop's Waltham, SO32 1PD

Neutral. No objection.

24/02633/OUT

Closing Date: 24.2.25

Outline Application for new 3 bedroom self-build detached dwelling within the garden of 15 Princes Close

15 Princes Close, Bishop's Waltham SO32 1RL

Objection as per points made previously.

24/02766/HOU

Closing Date: 27.2.25

Single Storey hobby room/store in rear garden

Bywell, Garfield Road, Bishop's Waltham SO32 1AT

Neutral. No objection.

25/00256/HOU

Closing Date: 6.3.25

Proposed two storey side extension to main house; conversion of existing barn into home office and leisure space

Moorlands, Hoe Road, Bishop's Waltham SO32 1DU

Neutral. No objection.

The recent application received was also considered.

24/02705/FUL

Closing Date: 17.3.25

Change of use from equestrian to flexible Class E use including associated alterations and physical works to facilitate proposed use.

Land West of White Cottage, Lower Chase Road, Swanmore

Neutral. No objection.

Proposal: Bishop's Waltham Parish Council ratifies the recommendations of the Planning and Highways Committee.

Executive Officer 6.3.25



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 15 - Town Team Event – KidSTreat 6th July 2025 – for consideration

The email overleaf was received from the Town Team, inviting the Parish Council to participate in their KidSTreat event on Sunday 6th July by running a free activity for children attending the event.

In their meeting held on 24th February, the Community and Environment Committee resolved the following.

CE187/24 **Correspondence: Invitation from the Town Team to Participate in KidSTreat – for consideration**
It was suggested that an activity be selected from amongst the games being stored by the Parish Council.
Resolved: To recommend to Full Council that the Parish Council participate in the KidSTreat event on Sunday 6th July and to ask for volunteers to run the stall.
Proposed: Cllr Conduct
Seconded: Cllr Latham

If Full Council approve this recommendation, Councillors are requested to make a note of the event date, as councillors will be asked to volunteer to supervise the stall during the event.

Proposal: **To consider the recommendation from the Community and Environment Committee that the Parish Council participate in the Town Team's KidSTreat event on Sunday 6th July, and run a free activity stall for the children attending the event.**

Committees Officer
05.03.25



Sent: 23 January 2025 14:52

Subject: KidsTreat 2025 with your help

As Chairman of the Bishop's Waltham Town Team, I am writing to you to invite members of your organisation to join us in creating another fantastic event for the young people of Bishop's Waltham this summer. You may remember that we, with thirty six other BW community organisations and clubs, held the first and so far only (due to Covid) KidsTreat event in 2018. It was a huge success and so we are again inviting as many local community organisations as we can to become involved in this year's KidsTreat event. Most importantly, the event will again be completely free and so accessible to all.

The idea is to close the High Street on Sunday 6th July and turn it and surrounding areas into a "kid's zone" for the day. We want the town centre to come alive with masses of activities for children aged 3 - 15. It could be learning to do something, making something, participating in music or performing arts, being entertained, competing or just watching. Anything and everything can be considered at this stage!

Wouldn't it be great if every community organisation was involved - each one creating a child-centred activity relating to their interests - and the day becomes a showcase of what we can offer the young people of Bishop's Waltham and surrounding villages? In engaging High Street retail outlets too we want to create a real party atmosphere in the town for all the family to enjoy, increasing interest in our town and its community.

Can we count you in? If you already have some ideas about what you would like to do on the day then let us know too - or if you would like us to make some suggestions we'd be happy to do that. If you decide that involvement in this is **not** for your organisation, please let us know too so that we don't bother you with lots of follow-up contacts!

We will be holding a meeting on Monday 10th March at 7:00pm in the Ruby Room of Jubilee Hall where all those groups who have expressed an interest in being involved will be invited to attend and we can explain the concept in a bit more detail and share ideas about the sort of activities that could take place. It would be great if you could attend that meeting.

If you would like any further information about the event or to let us know if you want to be involved and can attend the meeting on 10th March, please contact me on [REDACTED]

I look forward to hearing from you.

Yours,

Bishop's Waltham Town Team Chairman



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 16 – Chairman's Report - *for information only*

Since the last Parish Council meeting in February, I have undertaken the following:-

- Attended relevant Standing Committee meetings for Community & Environment and Finance, Policy & Resources, and also Staffing Sub-Committee meetings.
- Attended the Southern Parishes Meetings of 10.2.25 and 4.3.25

Cllr Barry Nicholson

6.3.25



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 17 - Councillors' Reports – *for information only*

None at this time.

Executive Officer 6.3.25



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 18 - Executive Officer's Report – *for information only*

None at this time.

Executive Officer 6.3.25



CSO MONTHLY REPORT

MONTH/YEAR – February 2025 Report Number -2
Day duties -12 Late duties -8 Total Hours -148

Anti-Social Incidents / Concerns

A known individual has been causing some issues in the high street I am monitoring their behaviour and this has been reported to the police this is ongoing. The traffic wardens who patrol Bishops Waltham have informed me the increase of abuse they are getting from members of the public I have advised them to report all incidents of abuse to the police this is ongoing. Reports of a fire on the bench seat at the bus stop in the square this has been reported to the police and is ongoing. Reports of youths climbing over the bridge at the north pond and walking at the back of resident's property holding onto the fencing no damage reported incident reported to the police and is ongoing. A home-made swing on a tree and a den was found in a wooded area at pondside all has been removed by the grounds team. Residents in oak rd are using the grassed area next to the 2 schools as a car park and ruining this area of grass this has been reported to WCC and traffic enforcement this is ongoing. A member of the public continues to park their car on the zigzag lines outside of the infant school this has been reported to the police/WCC and traffic enforcement has been requested this is ongoing. Members of the public are bringing their dogs onto the play areas of hoe rd Albany and priory play parks I have asked members of the public to remove their dogs and reminded them of the notices on the gates this is ongoing. Reports of youths on the grounds of the old Tollgate I have been patrolling this area but have not seen anybody on site, this issue has been reported to the police and is ongoing. While patrolling priory park I came across a youth on an electric scooter using the skate park when he saw me, he rode away, a few minutes later he tried to re-entry priory park on his electric scooter and was denied access to the grounds this has been reported to the police and is ongoing. Reports of young children doing knock and run in the pondside area of B/W I have been patrolling this area and not seen any ASB, this issue has been reported to the police and is ongoing.

Criminal Activities - None Reported

Dog Fouling Issues / Locations

There has been an increase in dog fouling in the B/W area all incidents have been reported the dog warden at WCC who has been patrolling the area this is ongoing. I have requested and received some clean up after your dog notices from the dog warden, I will be putting the signs up in areas were there is an increase in dog fouling.

Litter Issues / Locations

There has been some flyposting around B/W all posters have been removed this is ongoing. There was some fly tipping reported in the main car park at Basingwell street this has been removed and is ongoing.

CSO Duties / Patrol

The biggest issue I have now is parking in the high street with people parking on double yellow lines and dropped kerbs and in the loading bay outside the coop, traffic wardens are on duty but not every day this is ongoing. Drivers are still parking on dropped kerbs and on the main road outside the spar shop I have asked drivers to move on and to please use the car park at the rear of the shop but they refuse and I am met with very abusive language this is ongoing. Parents parking at BWJ & BWI schools at drop off and pick up times are parking on peoples drive ways double yellow lines and on the zig zags lines and causing issues with some residents in communal parking areas, this disruption is only for a short period of time and roads/car parks are then clear all reports are directed to WCC this is ongoing. Reports of parking issues at hoe road when the tennis & Brownies/guides leave at the same times I have put in place some cones to stop double parking to make it safer for everyone and to make sure parents park at the bottom car park and walk back to pick up their children this is ongoing. I have been attending the Monday/ Thursday lunch clubs and at green close all having a great time and met some lovely people. Youths playing football on the pitches at priory park all have been asked to leave and reminded that the pitches are for hire only this ongoing. I have been out and about patrolling B/W every day and met and chatted to some very nice people and dealt with any issue when reported this is ongoing. I have had meetings with Lottie the PCSO over the last month and been on patrol with her in B/W this is ongoing. I have reported several abandoned vehicles that have no tax or mot to WCC which are parked on roads or in laybys in B/W this is ongoing. It has been reported to me that members of the public are still parking the cars behind the coop funeral home in Houchin street blocking access to the building the undertakers are having to wait for the cars to be moved I have asked the traffic wardens to patrol this area this is ongoing. I have been in contact with the speedwatch coordinator and this should be operational later this next month, training has been organised for next month and is ongoing. The new overflow car par park at priory park is now operational no issues reported and is working well. A gate was left open at priory park on the bottom pitch this was reported to the grounds team who fitted a new padlock.



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 20 – Councillors' Surgery Report – *for information only*

Reports from Councillors' Surgery Saturday 22.2.25

Location: Outside The King's Church on the High Street

Cllrs' surgery attended by Cllr Nicholson and Cllr Wood (10am – 12pm).

Weather: dampish, partly sunny. Busy but not hectic!

Matters brought to the Council's attention	Summary of responses and actions listed below to be put on website or included in Parish News article or Bishop's Waltham Matters newsletter.
As usual, many people from out of town including Fareham (6), Coffee shops, Pilates Sessions, Refine, Shops, nice place to visit Southampton, Use Plates for computer repairs etc. London, visiting relatives. Unaware of JH car park Fair Oak (2), Hylands, chip shop and Jewellers Waltham Chase, Chips better than Wickham Swanmore (2), better post office facilities and shops Chandlers Ford (2) AnyFish Gosport (2) Josies Stubbington (2) Josies Locks Heath, Josies Winchester/Romsey, Josies Couple moved from Alton, liked town and countryside and the many local groups and activities. Couple from Bishopstoke, married 50 years ago today in BW?	Noted.
Talked with Men's Shed members about Albany Road land use, state of Social Club.	Noted.
Complaints about vehicle parking in Claylands Road.	Report to HCC online
Discussion on dropped kerbs in High Street. Proposed new location welcomed.	Update on Accessibility Project. Report pavement defects to HCC online.
Complaints about traffic enforcements, varying regulations amongst officers.	Report to HCC online/email.
Traffic enforcement a good idea to stop bad parking.	Noted.
All people questioned about devolution welcomed the idea of Parish Council having more powers regarding parking, on street parking, parking permits, verge cutting and traffic control and enforcement.	Noted. Keep community up to date with discussions regarding devolution.
Lower allotment much wetter since new developments	Noted.
Parking near Abbey Mill, many cars parked on verges	Report to HCC online. Report to Developer if related to Construction Workers.
Are there any plans for 5G coverage in the area?	Seek advice from mobile network providers.



Bishop's Waltham Parish Council

11th March 2025

Agenda Item 20 – Councillors' Surgeries

Friday	Saturday	Attendees	Location
31.1.25		TC, JWo	Country Market
	22.2.25	JS, BN, JWo	High Street
28.3.25		RL	Country Market
	26.4.25		
30.5.25			
	28.6.25		
25.7.25			

To confirm the Councillors attending on 28.3.25 and future meetings.

Executive Officer 6.3.25



Southern Parishes Group Minutes

Minutes of the Meeting of the Southern Parishes Group
held on Monday 10 February 2025 at 2.00 p.m.
at Boarhunt Parish Hall, Trampers Lane PO17 6DD

Present:

Cllr Eric Bodger (Chairman)	Curdridge PC
Mrs Anne Collins (Administrator)	Durley PC and Upham PC
Cllr Jon Woodman (Vice Chairman)	Swanmore PC
Cllr Barry Nicholson	Bishops Waltham PC
Cllr Jonathan Williams	Bishops Waltham PC & WCC
Cllr Becci Aquilina	Boarhunt PC
Cllr Carolyne Trew	Boarhunt PC
Erin Taylor	Boarhunt PC
Cllr Sue Grinham	Botley PC
Cllr Jerry Pett	Corhampton & Meonstoke PC
Cllr Kevin Andeoli	Denmead PC
Cllr Steve Delmege	Durley PC
Jo Hollinshead	Newlands PC
Cllr Margaret Jones	Shedfield PC
Cllr Sam Charles	Shedfield PC
Cllr David Ashe	Upham PC
Cllr Loraine Rappé	Wickham & Knowle PC

In Attendance:

Cllr Neil Cutlere OBE	Deputy leader, Winchester CC
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1. Welcome and apologies:

Cllr Bodger opened the Meeting and welcomed everyone. Anne informed members that apologies have been received from Cllr Nic Holladay (Wickham & Knowle PC), Cllr John Hyland (Soberton PC), Cllr Chris Cooper (Botley PC), Cllr Tiggy Ayoub (Boarhunt PC), Cllr Mike Evans (Whiteley TC) and Cllr David Crichton (Newlands PC).

2. Devolution White Paper and Local Government Review proposals

Eric thanked Neil Cutler for coming to update the Group on this critical matter, and had the consent of the meeting to take this item first, so that Neil can return to his City Council duties. Anne has circulated the slides from the WCC Parish Briefing on 5 Feb 2025, along with a letter sent to all Leaders and a Statement on English Devolution and Local Government.

Neil gave an informative briefing on the recent Devolution White Paper and Local Government Reorganisation (LGR), stimulating much discussion regarding how it could be implemented in Hampshire, Portsmouth, Southampton and the Isle of White, an area being referred to as Hampshire/Solent.

Member Councils: Bishop's Waltham; Boarhunt; Botley; Corhampton & Meonstoke; Curdridge; Denmead; Droxford; Durley; Hambledon, Newlands, Owslebury; Shedfield; Soberton; Southwick & Widley, Swanmore; Upham; Whiteley; Wickham & Knowle.

Neil started by saying that the proposed timescale for this reorganisation is very tight, requiring an initial proposal on reorganization to be submitted by **21st March¹** this year. Councils will then have to carry out consultations to make agreed proposals by 26th September 2025. He also stressed that if acceptable proposals were not received Government would impose their own.

Consensus is that this reorganisation is being driven by the Treasury who seem to believe that it will result in significant savings, although this would seem unlikely.

Since the IoW can't realistically be joined to a mainland authority, it will have to remain a unitary on its own. Portsmouth and Southampton are too small under the current criteria, so the likely mechanism is for those cities to take in areas around them, and for the rural part of Hampshire to form one or two unitaries.

A view from some in HCC is for it to morph into a single unitary outside the Solent area, which would mean there'd be nothing between a parish and a huge authority stretching from beyond Farnborough to the borders of Bournemouth/Christchurch/Poole. It would make much more sense to divide the non-urban area into geographically smaller unitaries, but that requires making a case for authorities with fewer than half a million residents – an arbitrary figure way larger than any existing unitary authority, including the London Boroughs (Camden has 218K, and the largest is Croydon, with 398K).

So far, District and Borough councils have not had a formal voice in the application to be a priority area for devolution, but the leader of WCC has established regular meetings of the leaders of all the districts, boroughs and cities to ensure they have a say in the proposals to Government that are due before late March.

WCC hopes to establish a town council for the currently unparished central city, which might expand to include some of the peripheral parishes if they so wished (Eric commented that another ancient cathedral city, Lichfield, has long operated that way, and the mayor of Lichfield is a post within what is technically a parish council). That might allow some WCC assets to remain under local control, by moving them from the district to the town.

In principle, WCC would also be willing to devolve some of its assets to other parish councils, though few are big enough to be able to run them in practice. One way to make this practicable would be for PCs to merge, using a Community Governance Review process that is under their control. The only serious obstacle to that is the capacity of WCC to process these reviews.

3. Approval of the Minutes of 4 November, 2024:

The Minutes of this Meeting were approved as a correct record of the Meeting.

4. Matters Arising from the last Meeting not otherwise covered:

Lorraine reported that HCC would like to make Parish members aware of the availability of a raft of Hampshire-branded digital resources for raising awareness of waste duty of care, created as a part of their ongoing #SCRAPflytipping campaign. Additionally, HCC invites Parish partners to help focus a future funding bid that will aim to address the issue of fly-tipping on private land. By collaborating on this initiative, we can secure the necessary funds to implement effective solutions and create a cleaner and safer environment for everyone. To discuss either the #SCRAPflytipping campaign, the current funding bid, or any other related issues please contact Robert.Young@hants.gov.uk

¹ Corrected from the date given previously.

5. Report on Marwell Meeting on Rural Transport (EB):

Eric said that the Marwell Team have carried out some analysis of employees and visitors to Marwell, to establish travel patterns. Similar work is required for other travel destinations, to work out where buses might be valuable. The group will meet again at the Southampton University Science Park (Probably on 24 February). Eric commented that Hampshire Highways rarely forecast realistic traffic impacts when evaluating new developments, and in the past have given car journey estimates consistent with 75% unemployment on the development. This reduces the cost of road improvements.

6. Planning concerns:

- a) Response (if any) to our Feedback on Transport Assessment Reg.19 consultation. There has been no further information received to report on.
- b) Road infrastructure and implications of development. There was nothing to report.
- c) Status of Eastleigh Local Plan (David Ashe). David said that Upham PC has sent in their response and it is based mainly on traffic impact. Durley PC has sent in a similar response with the same concerns. Sue Grinham said that Botley PC have received an extension to put in an update to their response.

7. Facilities study; report on any progress (BW)

Barry reported that BW and Wickham are proceeding with their own plans, and this item can be removed from future agendas..

8. Update from member of SDNP Authority (Jerry Pett).

Status of South Downs National Park Local Plan Consultation. Jerry reported that a Presentation was held recently for Parishes at the Festival Hall, Petersfield concerning the Local Plan Review. The Partnership Management Plan is being presented at a Meeting this Friday. They want more development sites to come forward for affordable housing in SDNP.

9. Training:

Jon informed members that he will ask Tracey again about providing training for the WDALC members. As there are some Parishes within the Southern Parishes Group who would like New Councillor Training Anne will organise a date with Steve Tilbury after the Parish Council Elections in May.

10. HALC and WDALC Matters (Jon Woodman):

Jon informed members that the main concern for HALC is regarding Devolution. Local Council reorganization will mean that the current district-based structure will need updating. Jon will confirm the date of the WDALC AGM when it is agreed.

11. NALC Matters (Lorraine Rappé):

Lorraine reported that in the Christmas week, she received an email from HALC indicating it had been decided to have a Director as its NALC representative to take immediate effect. Lorraine informed members that this had been done once before (approx 4 years ago) asking her to step aside for the same reason. Nine months later she was asked to step back, as no Director wanted to fully undertake the role. In January 2024 the HALC chairman became the deputy representative, but rarely attended NALC meetings that year. Since the CEO does not attend the monthly NALC Zoom meetings for chief executives, HALC now has little engagement with NALC.

12. Continuing Issues of interest:

- **Water and Sewage – Botley PC update on monitoring project.** Sue (Botley PC) reported that 3 MP’s are now on the Steering Group and they do meet regularly. The sewage issues in Durley and monitoring of the River Itchen are also areas of concern.
- **Potential new GP surgery in BW (JW).** Jonathan (BW) said that BW is waiting for the new surgery to be included within the new Local Plan and to confirm land ownership. There are two new additional portacabins to be put in the current Surgery car park, which will make four more consulting rooms. Loraine said that there are plans for a temporary surgery at Wellborne.
- **Engaging with Hampshire Highways.** Sue (Botley) said that they have regular meetings with the Highways Department and have managed to obtain a 30 mph speed limit on Maddoxford Lane. Sue will send Anne the contact details, as the Southern Parishes Group have suffered a lack of enthusiasm from the Highways Department to attend our Meetings.

13. Group Administration: There were no issues raised.

14. New concerns from members:

- **E-scooters, motor-cross bikes/off road bikes (Newlands PC).** It was noted that the Police have limited powers in what they can do, however they are smashing up illegal e-scooters that have been causing an issue in Hampshire. Any Councils who have problems should get in touch with PCC Donna Jones direct.
- **Charges for football pitches, pavilion hire and other facilities (Jerry Pett).** It was agreed that Councils should send information and “reply all” so that everyone can view the costs etc.
- **David (Upham)** asked if any parishes have received information concerning a Consultation for Extending Compulsory Purchase in green fields? No parishes had received this. David will forward this onto Anne for circulation.

15. Speakers for future Meetings:

It was agreed not to invite speakers at the moment as we have a lot of discussion ahead for Devolution and the Local Government Review.

16. Date and venue for next Meeting:

It was agreed that the next Meeting should focus the Local Government Review and Devolution, as responses need to be in within a short timeframe. The Meeting will include a brainstorm-type discussion of possible devolution to parishes, and run from 10.00 a.m. to 2.00 p.m.². (see footnote below – **change of date from that proposed at meeting**)

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4.00 p.m.

Actions Arising or Carried forward from Meeting on 10 February 2025

Matters to follow up			
Subject	Action	Action by	Completion/Notes
Prices for Football pitches, halls etc.	Send prices as “reply all”	All Parishes	April 2025

² The proposed date of 3 March proved difficult, so the meeting will take place in the Jubilee Hall, Bishops Waltham on Tuesday 4 March. The hall is booked from 10-16, but should not be needed beyond 3pm.