



**Bishop's Waltham Parish Council**  
**A Meeting of the Finance, Policy and Resources Committee**  
**will be held in the Ruby Room of The Jubilee Hall, Bishop's Waltham**  
**on Tuesday 1<sup>st</sup> April 2025 at 7pm**

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

**Agenda**

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

1. To receive and accept apologies for non-attendance.
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 4<sup>th</sup> March 2025
6. Actions arising from the minutes of the meeting of 4<sup>th</sup> March 2025 - *for information only*
7. Report from Finance Manager - *for information only*
8. Finance matters:
  - i) Payments Schedule – *to approve payments.*
  - ii) Bank Account Reconciliations Month 11 – *to note the review by the Chairman*
  - iii) Parish Council Balance Sheet – *to note current position*
  - iv) Income and Expenditure Forecast - *to note current position*
  - v) Ear Marked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Policy Review – Update – *for consideration*
11. Draft Safeguarding Policy – *for consideration*
12. Cyber Security – Paper from Cllr Stallard – *for consideration*
13. Requests for future agenda items - *for information only*
14. Date of next meeting – 6<sup>th</sup> May 2025
15. 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.**
16. Debtors' List - *for consideration*
17. Well House – *for consideration*
18. Quotation for Military Band for VE Day 80 Event – *for ratification*
19. Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee - *for approval*
20. Dynamos Football Tournament Draft Licence and Fee - *for approval*
21. Memorial Bench List - Update to Policy Appendix - *for approval*



**Bishop's Waltham Parish Council**  
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**on Tuesday 1<sup>st</sup> April 2025 at 7pm**

22. Proposal for Half Day Halls Hire Rate - *for consideration*
23. Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park – *for ratification*
24. Purchase of Replacement Flow Plate Cartridges for Hoe Road Recreation Ground – *for ratification*
25. Southern Pathway Remedial Works Quotations – *for consideration*
26. Quotations for Churchill Avenue Play Area Replacement Gates – *for consideration*
27. Quotations for Fencing at Albany Road Allotments – *for consideration*
28. Quotation for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines - *for consideration*
29. Montague Road Land Lease – Update – *for consideration*
30. Meon Valley Bowls Club Lease – Draft and Update – *for consideration*
31. Staffing Matters – *for consideration*

*E McKenzie*  
Clerk to the Committee  
25<sup>th</sup> March 2025



**Bishop's Waltham Parish Council**  
**Minutes of the Meeting of the Parish Council Finance, Policy and Resources**  
**Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham**  
**on Tuesday 4<sup>th</sup> March 2025 at 7pm.**

**Present:** Cllr Homer  
Cllr Marsh  
Cllr Nicholson  
Cllr Pavey Vice Chairman of the Committee  
Cllr Stallard  
Cllr Williams

**In Attendance:** Mrs H Fisher Finance Manager  
Mrs E McKenzie Executive Officer

**Members of the Public:** 0

As the Committee Chairman had tendered his apologies for non-attendance in advance of the meeting, the Vice Chairman, Cllr Pavey, took the role of Chairman at this meeting.

**FPR219/24 To receive and accept apologies for non-attendance**

Cllr Jones – indisposed

**Resolved: To accept apologies for non-attendance**

**Proposed: Cllr Stallard**

**Seconded: Cllr Nicholson**

**All in favour**

**FPR220/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None.

**FPR221/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

None.

**FPR222/24 Public Session**

No members of the public present.

The Finance Manager stated that the Jubilee Hall car park was being patrolled to ensure tickets were displayed appropriately.

**FPR223/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

**Proposed: Cllr Stallard**

**Seconded: Cllr Williams**

**All in favour who were at the meeting of 4<sup>th</sup> February 2025**

**FPR224/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

The Executive Officer provided updates on actions in progress.

**FPR225/24 Report from Finance Manager**

Noted.

- FPR226/24**      **Finance matters:**  
i)      **Payments Schedule**  
**Resolved:** to approve the payments tabled to a total amount of £65,441.14.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Williams  
All in favour
- ii)      **Bank Account Reconciliation Month 10**  
**Resolved:** to note the review of the Bank Account Reconciliations Month 10 by the Chairman.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Homer  
All in favour
- iii)      **Parish Council Balance Sheet**  
**Resolved:** to note the Parish Council Balance Sheet  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Pavey  
All in favour
- iv)      **Income and Expenditure Forecast**  
**Resolved:** to note the Income and Expenditure Forecast  
**Proposed:** Cllr Pavey  
**Seconded:** Cllr Nicholson  
All in favour
- v) **Ear Marked Reserves**  
Noted.
- FPR227/24**      **Ear Marked Reserves – Year End 2024/25 Adjustments**  
**Resolved:** To approve the tabled Year End 2024/25 Adjustments  
**Proposed:** Cllr Nicholson  
**Seconded:** Cllr Marsh  
All in favour
- FPR228/24**      **Capital Control Report**  
The projects listed were discussed and report noted.
- 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**
- 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**



- 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**
- FPR232/24**      **Policy Review Update**  
Cllr Stallard and Cllr Pavey provided updates on the progress of the HR policies review currently being undertaken. Drafts for approval would be presented to Committee at the May meeting, with an interim working group meeting scheduled within the next two weeks. An HR consultant would be asked to review the policies for external confirmation.  
**ACTION: Working Group to meet before 14<sup>th</sup> March**      **ACTION: Working Group – KJ, MP, RS**  
**ACTION: Gather quotations for HR consultancy on Policies**      **ACTION: Executive Officer**
- FPR233/24**      **Requests for future agenda items**  
Quotations for HR consultancy  
Salaries Review  
Grant Policy Review
- FPR234/24**      **Date of next meeting – Tuesday 1<sup>st</sup> April 2025 - Noted.**
- FPR235/24**      **Motion for confidential business:** The Chairman then moved:  
**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**
- FPR236/24**      **Debtors' List - Noted as all in hand.**
- FPR237/24**      **Well House**  
An update on actions required to progress the sale of the property was tabled.  
**Resolved:**  
i)      **To authorise Cllr Williams and the Executive Officer to the complete the documentation requested by the solicitor for conveyancing**  
ii)      **To ratify the choice of Bishop's Waltham Electrical to undertake the necessary Electrical Installation Condition Report at a cost of £360.00 including VAT**  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Stallard  
**All in favour** **ACTION: Executive Officer**
- FPR238/24**      **Quotations for Replacement Lighting at the Estates Shed**  
The recommendation from the Halls and Grounds Committee was considered favourably.  
**Resolved:** To recommend the appointment of RSW Sound Ltd at a cost of £616.33, excluding VAT, to replace the fluorescent interior lighting with LED lighting at the Estates Shed at Hoe Road Recreation Ground and refer to Full Council for approval.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Marsh  
**All in favour.** **ACTION: Executive Officer**
- FPR239/24**      **Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store**  
The recommendation from the Halls and Grounds Committee was duly deliberated.  
**Resolved:** To recommend the appointment of Bobs Jobs at a cost of £496.21, no VAT added, for the repairs required and replacement of the Jubilee Hall bin store gate and refer to Full Council for approval.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Stallard  
**All in favour.** **ACTION: Executive Officer**

- FPR240/24**      **Quotations for Southern Pathway Ramp between Priory Park and Bosworth Gardens**  
 Paper noted as withdrawn as being progressed as a Health and Safety matter in compliance with Financial Regulations.
- FPR241/24**      **Quotations for Priory Park Tree Work**  
 The recommendation from the Halls and Grounds Committee was duly deliberated. A contractor was recommended and a note made to be mindful of bird nesting season.  
**Resolved: To recommend the appointment of Jack Tosdevine Tree Services at a cost of £2,600.00 excluding VAT, for the reduction of the Monterey Pine Tree (no959) at Priory Park and refer to Full Council for approval.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour.** **ACTION: Executive Officer**
- FPR242/24**      **Quotations for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps**  
 The recommendation from the Halls and Grounds Committee was considered.  
**Resolved: To recommend Bollard Security at a cost of £1,925.00, excluding VAT, with no delivery charge, for the 55 replacement cartridges for the directional ramps at Hoe Road Recreation Grounds and refer to Full Council for approval.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour.** **ACTION: Executive Officer**
- FPR243/24**      **Hire Rates for 2025/2026 (Product Fee Increases) for Community Events**  
 The Committee carefully reviewed the recommendation from the Halls and Grounds Committee.  
**Resolved: (to be referred to Full Council for approval)**  
 i)      **To recommend the incremental rate tabled for 2025 and review the increase rate again in March 2026**  
 ii)     **To recommend the 10% residents and community groups discount to be applied**  
 iii)    **To recommend the new product fee for the hire rate of ground facilities for community events at £54 per hour from April 2025**  
**Proposed: Cllr Homer**  
**Seconded: Cllr Stallard**  
**All in favour** **ACTION: Executive Officer**
- FPR244/24**      **Request for Funding from Bishop's Waltham In Bloom – Paper from Community and Environment Committee**  
 The recommendation from the Halls and Grounds Committee was duly deliberated but it was felt that each community group may follow this precedent in asking for individual budget lines which was not sustainable. Consideration was given to the grants policy and an increase in the amount allocated to community groups and the types of projects presented.  
**Resolved: To decline the recommendation from the Community and Environment Committee and to review the grants policy, and budget thereof, to ensure a greater scope for funding for community group projects and refer to Full Council for approval.**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**5 in favour, 1 abstention** **ACTION: Executive Officer**
- FPR245/24**      **Staffing Matters**  
 i)      **Probationary Review Sign Off**  
**Resolved: To approve the probationary review sign off for the Marketing, Communications and Events Manager as tabled**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour**

- ii) **Training Completion with Qualification Awarded**  
**Resolved:** To note the completion of the CiLCA training with qualification awarded to the Committees Officer, with budgeted incremental salary point approved as tabled.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Marsh  
**All in favour**
  
- iii) **Exceptional Annual Leave Request**  
**Resolved:** To approve the exceptional annual leave request tabled  
**Proposed:** Cllr Nicholson  
**Seconded:** Cllr Marsh  
**All in favour**
  
- iv) **Adoption of NALC Model Contract from April 2025**  
Due consideration was given to the model contract and comparison between old and new.  
**Resolved:** To approve the adoption of the new NALC Model Employment Contract, subject to final review by a chosen HR consultant  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Stallard  
**All in favour** **ACTION: Executive Officer**
  
- v) **Ongoing Confidential Staffing Matters**  
The Chairman and Finance Manager provided an update on the matter arising.  
**Resolved:** To note and ratify the outcomes of the Extra Ordinary Meeting of the Parish Council held on 25.2.25 and the actions agreed by the Staffing Sub-Committee in the meeting of 26.2.25  
**Proposed:** Cllr Stallard  
**Seconded:** Cllr Williams  
**All in favour.**  
**ACTION:** To refer the matter to Full Council for ratification  
**ACTION: Staffing Sub-Committee, Finance Manager, Executive Officer**

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

**Bishops Waltham Parish Council**  
**Finance, Policy and Resources Committee**  
**Actions Arising from the Committee Meeting 4.3.25**

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR218/22	Standing Orders Review	To clarify process of declaring interests and dispensations	May-23	EO	Awaiting new council year to ensure clear for all.
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR208/23	Land at Montague Road	To consult with local residents	Complete	EO/AO	In liaison with H&G. Meeting held 17.3.25
FPR240/23	Asset Register Review	To submit summary report	May-24	EJ/RS	
FPR241/23, FPR13/24	Cyber Security	i) To draft action plan to send to IT team ii) To draft Risk Assessment for FP&R	i) June 24 ii) Aug 24	RS / FM	Drafted May 24
FPR249/23, FPR62/24	Bowls Club Lease	To monitor Bowls Club lease renewal	Jun-24	WG/AO/EO	Draft lease to be considered by FP&R. Agenda Item August 24. Correspondence to progress Jan 25. In progress.
FPR267/23	Two New Policies	To draft new policies on menopause and flexible working	Jul-24	WG (KJ/RS) /EO	Meeting due
FPR275/23	OH Assessments	To organise OH Assessments	Jul-24	EO	In progress. One completed and referred to SSC.
FPR16/24	Bodycam Procedure	Update	Aug-24	EO	
FPR91/24	Land Acquisition	To continue with WG actions	Nov-24	WG	
FPR184/24	Morley Drive Land	To refer to PC - valuations To write letter to residents	Feb-25	EO	PC14.1.25
FPR212/24	Land Transfers - Bishop's Meadow	To progress next steps	Jul-25	KJ/JW	
FPR212/24	Land Transfers - Albany Wood	To monitor remedial works by CN as under action by WCC	Jul-25	FP&R	Active Monitoring
FPR229/24	Internal Auditor Report	To refer to PC for approval	Complete	EO	PC11.3.25
FPR230/24	Financial Regs and FRA	To refer to PC for approval	Complete	EO	PC11.3.25
FPR231/24	WHCMC Funding	To refer to PC for approval	Complete	EO	PC11.3.25
FPR232/24	Polices Review (HR)	To set next WG meeting	Mar-25	KJ/MP/RS	
FPR232/24, FPR245/24	HR Consultancy	i) To gather quotations for HR Policy review ii) as above for Model Contract review advice	Complete	EO	Agenda Item April 2025
FPR237/24	Well House Conveyancing	To complete documentation	Complete	EO/JW	Passed to Solicitor 26.3.25
FPR237/24	Well House EICR	To refer to PC for approval	Complete	EO	PC11.3.25
FPR238/24	Lighting in Estates Shed	To refer to PC for approval	Complete	EO	PC11.3.25
FPR239/24	JH Bin Store Repairs	To refer to PC for approval	Complete	EO	PC11.3.25
FPR241/24	Priory Park Tree Work	To refer to PC for approval	Complete	EO	PC11.3.25
FPR241/24	HR Flowplate Repairs	To refer to PC for approval	Complete	EO	PC11.3.25
FPR243/24	Hire Rates for Comm Events	To refer to PC for approval	Complete	EO	PC11.3.25
FPR244/24	Funding for BWIB	To refer to PC for approval	Complete	EO	PC11.3.25
FPR245/24	Staffing Matters v)	To refer to PC for approval	Complete	EO	PC11.3.25



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

#### 1.4.25

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

##### **S106 Funding – Southern Footpath/Cycleway**

I am pleased to report that we have finally received the S106 funds of £72,547.81 from Winchester City Council. I would like to thank Cllr Williams for his assistance with this matter.

##### **Financial Regulations**

As we approach the start of a new financial , I wanted to give a reminder to all of the importance of ensuring that Financial Regulations and Standing Orders are complied with. No exceptions should be made except in an emergency.

A quick guide (all figures quoted are excluding VAT): -

- Has the expenditure been budgeted for? – If not, plan for budgeting in the next financial year. If it is an emergency, then recommendation should be made from the committee and FP&R with full council approval.
- Budgeted up to £500 – seek value for money, approval by the Executive Officer
- Budgeted between £500 and £2,000 - try to obtain estimates, approval by Clerk and committee Chairman
- Budgeted over £2,000 and up to £5,000 - obtain three fixed price quotes, recommendation from the Committee with FP&R approval.
- Budgeted over £5,000 up to £25,000 – obtain three fixed price quotes, recommendation from the Committee and FP&R with full council approval
- For expenditure over £25,000 – Formal tenders from at least three suppliers to be obtained, with recommendation from the committee and FP&R with full council approval.
- In case of serious risk to delivery of council services or to public safety on council premises, the Executive Officer may authorise expenditure up to £2,000 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.

**Finance Manager 27.03.25**





## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

#### 1.4.25

#### **Agenda Item 8 – Finance Matters – *for consideration***

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 11 – *to note the review by the Chairman*
- iii. Parish Council Balance Sheet – *to note current position*
- iv. Income and Expenditure Forecast – *to note current position*
- v. Ear Marked Reserves - *to note current position*

Finance Manager 25.3.25

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	A/C	Centre	Analysis Description	Posted	Approved	Pay By?	Paid	Comments
1stKLAS	28/02/2025	28/03/2025	INV-221160	£288.00		£57.60	4282	250	PP Cleaning Feb 25	Yes		BT	21.03.25	
1stKLAS	07/03/2025	28/03/2025	INV-22232	£180.00		£36.00	4282	260	JH Cleaning Mar 25	Yes		BT		
ADEXA	18/02/2025	18/02/2025	1494286	£189.74		£27.69	4350	299	Stainless Steel Work Table	Yes		BT	18.02.25	
AMAZON	25/03/2025		WRZ011	£10.82		£2.17	4309	230	Dishwasher Salt	Yes		BC		
AMAZON	21/03/2025		143942591	£19.40		£3.90	4332	Various	Fire Blankets	Yes		BC		
AMAZON	21/03/2025		FD4V4N471	£27.69		£5.55	4332	260	Fireproof Bag	Yes		BC		
ARTHUR	03/03/2025	03/03/2025	SAEXP2025	£3.98		£0.00	4025	100	Southern Parishes Refreshments	Yes		BT	07.03.25	
BIFFAMUNICIPAL	21/02/2025	28/03/2025	BI33/2024/25	£32.25		£6.45	4275	260	JH Trade Waste 22/02-28/03/25	Yes		BT		
BIFFAMUNICIPAL	25/03/2025	24/04/2025	514M24141	£1,529.74		£305.95	4275	Various	JH/PP Contract Liquidation Damages	Yes		BT	07.03.25	
BOBSJOBS	27/02/2025	27/02/2025	BI33/2024/25	£51.00		£0.00	4356	240	HR Adjust doors	Yes		BT	21.03.25	
BOBSJOBS	18/03/2025	18/03/2025	BI41/2024/25	£294.79		£0.00	4320	290	Southern F Path Bridge Repair	Yes		BT	21.03.25	
BUSINESS STREAM	13/03/2025	27/03/2025	2767957/7453298	£650.00		£0.00	4281	Various	Window Cleaning Mar 25	Yes		DD		
COMMUNITY FIRST WISS	04/03/2025	09/04/2025	4544	£1,037.54		£207.50	4044	100	IT/Telecoms Support/Service	Yes		DD		
CVC	05/03/2025	05/03/2025	JH 0325	£140.95		£28.19	4306	200	12 months Vehicle Tax	Yes		DD		
DIGI TOOLBOX	10/03/2025	24/03/2025	7896759	£1,037.54		£207.50	4044	100	IT/Telecoms Support/Service	Yes		DD		
DVLA	31/03/2025	04/04/2025	YG11 HKF 25-26	£335.00		£0.00	4306	200	12 months Vehicle Tax	Yes		DD		
EARTHANCHORS	25/03/2025			£140.95		£28.19	4350	499	Wheelie Bin Bolt Down Kit x 1	Yes		BT		
EDF	03/03/2025	17/03/2025	22499847	£256.88		£51.38	4344	260	JH Gas 26/01-31/01/25	Yes		DD	17.03.25	
EDF	15/03/2025	31/03/2025	22724163	£790.80		£158.16	4344	260	JH Gas 01/02-28/02/25	Yes		DD		
ELING STUDIOS	12/03/2025	11/04/2025	SI-1313	£1,270.00		£5.00	Various	310	Newsletter/AMP Invite Printing	Yes		BT		
ELLIOTS	03/03/2025	11/03/2025	S19344396	£19.86		£3.97	4310	200	Screws	Yes		BT		
ENGIE GAS LTD	07/03/2025	21/03/2025	1-01611445	£442.98		£88.60	4344	250	PP Gas 01/02-28/02/25	Yes		DD	21.03.25	
FLOWPLATES	20/03/2025	21/03/2025	N3434	£1,925.00		£385.00	4331	210	55 x Directional ramps	Yes		BT	21.03.25	
FORWARD	16/02/2025	28/02/2025	9173	£40.00		£8.00	4332	250	PP Security Feb 25	Yes		BT	07.03.25	
FORWARD	16/02/2025	28/02/2025	9174	£73.00		£14.60	4332	Various	HR/GS Security Feb 25	Yes		BT	07.03.25	
FORWARD	01/03/2025	30/03/2025	9188	£40.00		£8.00	4332	260	JH Security Mar 25	Yes		BT		
FORWARD	01/03/2025	30/03/2025	9200	£163.00		£32.60	4332	Various	HR/GS Security Mar 25	Yes		BT		
FORWARD	16/03/2025	30/03/2025	9214	£73.00		£14.60	4332	250	PP Security Mar 25	Yes		BT		
FORWARD	16/03/2025	30/03/2025	9213	£40.00		£8.00	4332	250	PP Security Mar 25	Yes		BT		
FUELGNIE	03/03/2025	17/03/2025	11444638	£184.25		£36.84	Various	200	Fuel card charges Feb 25	Yes		DD	18.03.25	
GREEN MAGIC	21/03/2025	11/03/2025	5005542	£52.00		£10.40	4350	499	1 x 140 Litre Wheen Bin Red	Yes		BT	21.03.25	
GREEN MAGIC	11/03/2025	11/03/2025	259099	£6.20		£1.24	4313	290	A3 Snap Frame	Yes		BT	14.03.2025	Proforma
GREEN MAGIC	18/03/2025	18/03/2025	259375	£11.10		£2.22	4025	100	A2 poster protector	Yes		BT	18.03.25	
HANTS CC	07/03/2025	31/03/2025	58514054	£132.99		£26.59	4309	230	Cleaning supplies	Yes		BT		
HANTS CC	18/04/2025	18/04/2025	58315368	£27.48		£5.50	4309	230	Dishwasher detergent	Yes		BT		
HONEST	24/03/2025	24/03/2025	375.2025	£160.00		£32.00	4334	400	Clock Tower flower bed repair	Yes		BT		
HOOVER SERVICES	06/03/2025	03/04/2025	298772	£267.68		£53.54	4340	230	Wipeket SWA70 Repair	Yes		BT		
HUMPHREY	17/03/2025	17/03/2025	INV4076	£131.00		£26.20	4337	275	GH Replace Syphon and float	Yes		BT	21.03.25	
HUMPHRY	25/03/2025	25/03/2025	4892	£42.00		£8.40	4273	100	Payroll Services - Mar 2025	Yes		SO	25.03.25	
IDVERDE	11/03/2025	10/04/2025	10936046	£1,571.57		£314.31	4276	105	Dog Waste Bins Jan-Mar 25	Yes		BT		
Inter Account Transfer	28/02/2025		20496241	£10,000.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	28.02.25	
Inter Account Transfer	28/02/2025		20496238	£10,000.00		£0.00	N/A	N/A	Supplier payments	Yes		IAT	28.02.25	
Inter Account Transfer	07/03/2025		20496238	£72,547.81		£0.00	N/A	N/A	EMR Funds transfer	Yes		IAT	07.03.25	
Inter Account Transfer	07/03/2025		20496234	-£72,547.81		£0.00	N/A	N/A	EMR Funds transfer	Yes		IAT	07.03.25	
Inter Account Transfer	21/03/2025		20496241	£8,500.00		£0.00	N/A	N/A	Supplier Payments	Yes		IAT	21.03.25	
Inter Account Transfer	21/03/2025		20496238	-£8,500.00		£0.00	N/A	N/A	Supplier Payments	Yes		IAT	21.03.25	
Inter Account Transfer	26/03/2025		20496241	£25,000.00		£0.00	N/A	N/A	Payroll Mar 25	Yes		IAT	26.03.25	
Inter Account Transfer	26/03/2025		20496238	-£25,000.00		£0.00	N/A	N/A	Payroll Mar 25	Yes		IAT	26.03.25	
MCDONALD	03/03/2025	28/03/2025	53901	£2,400.00		£480.00	4100	105	Employment Law Advice to 03/03/25	Yes		BT	26.03.25	
MCKENZIE	10/03/2025	10/03/2025	EMEXP2025	£15.75		£0.00	4019	105	Gift for Committees Clerk	Yes		BT	14.03.25	
MCKENZIE	25/03/2025	25/03/2025	EMEXP2025	£73.74		£0.46	4019	105	Gift for Rights of Way Warden	Yes		BT	25.03.25	
MOLECOUNT	24/02/2024	25/03/2025	IN208554849	£118.00		£23.60	4312	200	Shield Stake x 20	Yes		BT	25.03.25	
MY-SURV	11/03/2025	11/03/2025	Jubilee Hall	£80.00		£80.00	4320	260	Damp Survey of Ruby Room	Yes		BT	14.03.25	
NETWORK MERCHANTS	28/02/2025	31/03/2025	INV100086	£156.00		£31.20	4150	261	JHCP Card Charges Feb 25	Yes		DD		
OCTOPUS ENERGY	05/03/2025		KI-0468ADA2-0006	£62.77		£3.13	Various	270	WH Gas & Electric 24/10-02/03/25	Yes		N/A	05.03.25	
OCTOPUS ENERGY	05/03/2025		KCR-0468ADA2-0002	-£183.65		-£9.18	4344	270	WH Gas Reversed charges	Yes		N/A	05.03.25	In credit by £126.93
PAYROLL	31/03/2025	31/03/2025	N/A	£25,183.24		£0.00	N/A	515	Basic Salary Payments - Mar 25	Yes		BT		
PAYROLL	31/03/2025	01/04/2025	N/A	£2,175.77		£0.00	N/A	516	Co. NIC Payments - Mar 25	Yes		BT		
PAYROLL	31/03/2025	02/04/2025	N/A	£437.29		£0.00	N/A	517	Overtime Payments - Mar 25	Yes		BT		
PAYROLL	31/03/2025	03/04/2025	N/A	£4,901.27		£0.00	N/A	520	Co. Pension Payments - Mar 25	Yes		BT		

ROYAL MAIL	06/03/2025	06/03/2025	651499000/7410010	£297.51	£59.32	£356.83	4171	310	Mar 25 Newsletter Delivery	Yes	BT	06.03.25
ROYAL MAIL	06/03/2025	06/03/2025	7410010/575636000	£71.00	£14.20	£85.20	4171	310	Mar 25 Newsletter Collection	Yes	BT	06.03.25
ROYAL MAIL	26/03/2025	26/03/2025	651499000/7410459	£272.94	£54.42	£327.36	4200	280	AMP Invite Delivery	Yes	BT	26.03.25
RWSOUND	12/03/2025	12/03/2025	3962	£616.33	£123.27	£739.60	4337	200	GS Replacement Lighting	Yes	BT	21.03.25
SCOTT DJ	04/03/2025	18/03/2025	51137	£419.16	£83.83	£502.99	4305	200	Husqvarna R13 Service	Yes	BT	21.03.25
SCOTT DJ	04/03/2025	18/03/2025	51154	£298.25	£59.65	£357.90	4305	200	Trimax STRIKER 150 Service	Yes	BT	21.03.25
SCOTT DJ	04/03/2025	18/03/2025	51155	£511.93	£102.38	£614.31	4305	200	Yanmar EF235 Service	Yes	BT	21.03.25
SCOTT DJ	07/03/2025	21/03/2025	51225	£840.22	£168.05	£1,008.27	4305	200	Iseki TG5470 Service	Yes	BT	21.03.25
SCOTT DJ	11/03/2025	25/03/2025	51315	£803.72	£160.74	£964.46	4305	200	Trimax Procut S3 210 Service	Yes	BT	21.03.25
SCREWFIX	17/03/2025	30/04/2025	2002879686	£4.91	£0.98	£5.89	4310	200	DeWalt Masonry Drill Bit Set	Yes	BT	
SHARP BUSINESS SYSTE	07/03/2025	17/03/2025	8073202841	£129.29	£25.86	£155.15	4030	100	Copies 29/11/24-27/02/25	Yes	BT	
SPARSHOLT	18/03/2025	17/04/2025	SDINV/00011889	£1,636.00	£0.00	£1,636.00	4006	100	4 x L2 Brush Cutters course	Yes	BT	
SSE ENERGY SOLUTIONS	10/03/2025	24/03/2025	IV02586231	£73.71	£3.89	£77.40	4343	261	JHCP Electric 01/02-28/02/25	Yes	DD	24.03.25
SSE ENERGY SOLUTIONS	07/03/2025	21/03/2025	IV02573214	£165.57	£8.28	£173.85	4344	275	CH Electric 01/12-28/02/25	Yes	BT	21.03.25
SSE ENERGY SOLUTIONS	12/03/2025	26/03/2025	IV02609807	£318.60	£15.93	£334.53	4344	275	CH Gas 01/02-28/02/25	Yes	BT	26.03.25
STRATION	16/03/2025	16/03/2025	RSEXP/MAR25	£7.29	£1.46	£8.75	4310	230	Finger push plates	Yes	BT	21.03.25
THORNE R	03/03/2025	03/03/2025	EXPT/MAR25	£1.60	£0.00	£1.60	4025	100	Milk	Yes	BT	07.03.25
UNITYTRUST	28/02/2025	31/03/2025	016	£6.00	£0.00	£6.00	4161	100	Service Charge - Feb 25	Yes	N/A	
VECK	03/03/2025	03/03/2025	TVEXPMAR25	£8.00	£0.00	£8.00	4311	200	Key cutting	Yes	BT	07.03.25
VECK	13/03/2025	13/03/2025	TVEXPMAR251	£81.31	£16.26	£97.57	4304	200	Vehicle fuel	Yes	BT	14.03.25
VIKING DIR	07/03/2025	06/04/2025	5550140	£63.88	£12.78	£76.66	4025	100	Office supplies	Yes	BT	
VIKING DIR	18/03/2025	17/04/2025	5591088	£65.46	£4.10	£69.56	4025	100	Office supplies	Yes	BT	
VISIONICT	01/02/2025	03/03/2025	19540	£67.19	£13.44	£80.63	4041	310	Web Hosting/Supp Apr 25-Jun 25	Yes	BT	14.03.25
WCC	05/03/2025	05/03/2025	WH MAR 25	£329.00	£0.00	£329.00	4341	270	Business Rates	Yes	DD	05.03.25
WORLDPAY	31/01/2024	07/03/2025	346926234	£31.86	£3.50	£35.36	4150	261	JHCP Card Charges Jan 25	Yes	BT	07.03.25
WORLDPAY	28/02/2025	07/03/2025	351425511	£32.50	£3.50	£36.00	4150	261	JHCP Card Charges Feb 25	Yes	BT	07.03.25
<b>Total</b>						<b>£79,055.45</b>						

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

- ii) Bank Account Reconciliations Month 11
  - to note the review by the Chairman.



Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 9 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	28/02/2025		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 10/03/2025

Signatory 2:

Name H. FISHER Signed [Signature] Date 10/03/25

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
A&L 3 m fixed term deposit	28/02/2025		436,837.00
			<u>436,837.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			436,837.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			436,837.00
		Balance per Cash Book is :-	436,837.00
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 10/03/2025

Signatory 2:

Name H. FISHER Signed [Signature] Date 10/03/25

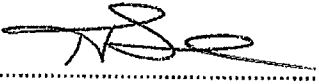
Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 11 - Unity Current \*\*\*\*6238

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current 20496238	28/02/2025		11,707.17
			<u>11,707.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,707.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,707.17
		Balance per Cash Book is :-	11,707.17
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed  Date 10/03/2025

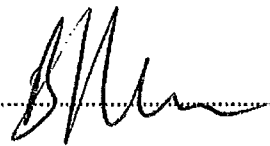
Signatory 2:

Name H. FISHER Signed  Date 10/03/25

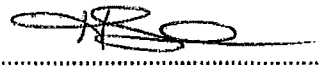
Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 12 - Unity Savings \*\*\*\*6241

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496241	28/02/2025		99,099.34
			<u>99,099.34</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			99,099.34
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			99,099.34
		<b>Balance per Cash Book is :-</b>	<b>99,099.34</b>
		<b>Difference is :-</b>	<b>0.00</b>

Signatory 1:

Name BARRY NICHOLSON Signed  Date 10/03/2025

Signatory 2:

Name H. FISHER Signed  Date 10/03/25

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 13 - Unity Savings \*\*\*\*6254

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496254	28/02/2025		126,668.01
			<u>126,668.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			126,668.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			126,668.01
		Balance per Cash Book is :-	126,668.01
		Difference is :-	0.00

Signatory 1:

Name BARRY NICHOLSON Signed [Signature] Date 10/03/2025

Signatory 2:

Name H. FISHER Signed [Signature] Date 10/03/25



iii) Parish Council Balance Sheet

– *to note current position.*

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	2,181
105	VAT Control Account	5,192
219	A&L 3m Fixed Term Deposit A/c	436,837
221	Unity Current 20496238	11,707
222	Unity Savings 20496241	99,099
223	Unity Savings 20496254	126,668
<b>Total Current Assets</b>		<b>681,684</b>
<u>Current Liabilities</u>		
500	Creditors	6,802
565	Holding Deposits	2,684
<b>Total Current Liabilities</b>		<b>9,486</b>
<b>Net Current Assets</b>		<b>672,199</b>
<b>Total Assets less Current Liabilities</b>		<b>672,199</b>
<u>Represented by :-</u>		
300	Current Year Fund	(15,666)
310	General Reserves	400,574
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	78,588
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	EMR-Building Decarbon (JH)	49,646
377	Extend Parking PP - CIL	(722)
378	Albany Road Play - S106/OSF	966
379	Building Maintenance - CYF	18,500
380	Name Sign JH - CYF	5,000
390	Stackable Chairs JH - CYF	926
393	WCC CIL Receipts 2021-22	5,011
394	WCC CIL Receipts 2022-23	3,062
395	WCC CIL Receipts 2023-24	42,889
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
398	SDNP CIL Receipts 2023-24	2,321
400	SDNP CIL Receipts 2024-25	4,552
<b>Total Equity</b>		<b>672,199</b>

iv) Income and Expenditure Forecast

– *to note current position.*

Income & Expenditure Report  
2024-2025

Total Parish Council

Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	% Change	Material Variance Reason (over 25% or £2000)
<b>Finance, Policy and Resources Committee</b>																	
Total Income	£2,377	£5,015	£4,321	£348	£5,693	£4,068	£1,145	£6,207	£4,517	£1,567	£6,445	£3,536	£45,239	£20,798	£24,441		118% Bank Interest
Total Expenditure	£35,136	£32,866	£26,852	£34,980	£33,077	£29,219	£32,846	£59,879	£35,400	£42,469	£34,726	£40,647	£438,097	£425,222	£12,875		3%
Total Net Revenue Expenditure	£32,759	£27,851	£22,531	£34,632	£27,384	£25,151	£31,701	£53,672	£30,883	£40,902	£28,281	£37,111	£392,858	£404,424	£11,566		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	£670	£0	£0	£0	£0	£1,014	£1,500	£486		32%
Total Net Capital Expenditure	£0	£344	£0	£0	£0	£0	£0	£670	£0	£0	£0	£0	£1,014	£1,500	£486		32%
<b>Total Net Committee Expenditure</b>	<b>£32,759</b>	<b>£28,195</b>	<b>£22,531</b>	<b>£34,632</b>	<b>£27,384</b>	<b>£25,151</b>	<b>£31,701</b>	<b>£54,342</b>	<b>£30,883</b>	<b>£40,902</b>	<b>£28,281</b>	<b>£37,111</b>	<b>£393,872</b>	<b>£405,924</b>	<b>£12,052</b>		3%
<b>Halls and Grounds Committee</b>																	
Total Income	£17,164	£3,156	£7,959	£9,281	£5,627	£8,921	£12,044	£8,737	£1,756	£9,894	£6,190	£7,775	£107,504	£89,788	£17,716		20% Hire Increases & WCC Open Space Fund
Total Expenditure	£8,286	£15,844	£7,940	£20,812	£10,399	£9,511	£16,345	£9,912	£12,364	£10,769	£15,614	£18,732	£156,528	£183,091	£26,563		15%
Total Net Revenue Expenditure	£8,878	£12,688	£-19	£11,531	£4,772	£590	£4,301	£1,175	£10,608	£1,875	£9,424	£10,957	£49,024	£93,303	£44,279		47%
Total Capital Income	£0	£0	£0	£0	£19,504	£40,133	£0	£250	£0	£65,060	£0	£72,548	£197,495	£58,797	£138,698		236% Additional funding unbudgeted
Total Capital Expenditure	£43,541	£4,560	£74,967	£42,423	£43,102	£8,093	£11,936	£352	£106,818	£4,688	£10,027	£13,945	£364,462	£242,448	£122,014		50% 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	£10,027	£-96,603	£166,967	£183,651	£16,684		9% As above
<b>Total Net Committee Expenditure</b>	<b>£34,863</b>	<b>£17,248</b>	<b>£74,948</b>	<b>£53,954</b>	<b>£28,370</b>	<b>£-31,450</b>	<b>£16,237</b>	<b>£1,277</b>	<b>£107,426</b>	<b>£-58,487</b>	<b>£19,451</b>	<b>£-47,646</b>	<b>£215,991</b>	<b>£276,954</b>	<b>£60,963</b>		22% As above
<b>Community &amp; Environment Committee</b>																	
Total Income	£1,000	£0	£0	£0	£0	£0	£100	£0	£0	£0	£0	£0	£1,100	£100	£1,000		1000% Grant awarded unbudgeted
Total Expenditure	£35	£5,504	£610	£2,426	£21	£472	£1,134	£3,479	£95	£598	£30	£2,585	£16,989	£23,395	£6,406		27%
Total Net Revenue Expenditure	£-365	£5,504	£610	£2,426	£21	£472	£1,034	£3,479	£95	£598	£30	£2,585	£15,889	£23,295	£7,406		32%
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£141	£0	£0	£0	£141	£0	£141		Unbudgeted
Total Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£0	£0	£0	£0	£290	£500	£210		42%
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£54	£0	£236	£-141	£0	£0	£0	£149	£500	£351		70%
<b>Total Net Committee Expenditure</b>	<b>£-365</b>	<b>£5,504</b>	<b>£610</b>	<b>£2,426</b>	<b>£21</b>	<b>£526</b>	<b>£1,034</b>	<b>£3,715</b>	<b>£-46</b>	<b>£598</b>	<b>£30</b>	<b>£2,585</b>	<b>£16,038</b>	<b>£23,795</b>	<b>£7,757</b>		33%
<b>Planning &amp; Highways Committee</b>																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£0	£0	£821	£142	£270	£3,458	£2,300	£1,158		50% Replace kissing gate
Total Net Revenue Expenditure	£0	£0	£0	£990	£0	£1,235	£0	£0	£0	£821	£142	£270	£3,458	£2,300	£1,158		50%
Total Capital Income	£600	£0	£0	£0	£0	£5,000	£0	£0	£955	£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	£1,823	£7,348	£2,000	£5,348		267% Grant expenditure/self closing gates
Total Net Capital Expenditure	£600	£484	£0	£0	£463	£-4,580	£2,866	£0	£998	£6	£33	£1,823	£1,193	£1,500	£-307		20% As above
<b>Total Net Committee Expenditure</b>	<b>£600</b>	<b>£484</b>	<b>£0</b>	<b>£990</b>	<b>£463</b>	<b>£-3,345</b>	<b>£2,866</b>	<b>£0</b>	<b>£1,519</b>	<b>£148</b>	<b>£33</b>	<b>£2,093</b>	<b>£4,651</b>	<b>£3,800</b>	<b>£851</b>		22% As above
<b>Joint Managed Services</b>																	
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
<b>Total Net Committee Expenditure</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£9,000</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£9,000</b>	<b>£12,000</b>	<b>£3,000</b>		25%
<b>Funding</b>																	
Total Income	£296,411	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£592,822	£592,822	£0		0%
Total Expenditure	£-296,411	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-592,822	£-592,822	£0		0%
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		0%
Total Capital Income	£661	£30,022	£0	£0	£0	£0	£4,552	£0	£0	£0	£0	£0	£35,235	£30,353	£4,882		16% CIL Receipts
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		Unbudgeted
Total Net Capital Expenditure	£661	£30,022	£0	£0	£0	£0	£4,552	£0	£0	£0	£0	£0	£35,235	£30,353	£4,882		16% As above
<b>Total Net Committee Expenditure</b>	<b>£-297,072</b>	<b>£-30,022</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£-4,552</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£-28,057</b>	<b>£-625,175</b>	<b>£-2,882</b>		0%

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	£12,635	£93,859	£985,686	£793,168	£192,538	24% As above
Total Expenditure	£86,997	£59,599	£110,365	£101,627	£87,060	£48,973	£65,154	£83,452	£156,748	£58,681	£58,846	£78,002	£995,504	£892,466	£103,048	12% As above
Total Net Revenue Expenditure	-£231,214	£21,406	£98,087	£92,000	£56,216	-£305,560	£47,316	£68,261	£139,780	-£16,637	£46,211	-£5,857	£3,809	£96,298	-£99,489	90%
EMR Movements	£43,145	-£25,462	£74,437	£42,423	£23,598	-£34,115	£7,282	£0	£105,176	-£60,404	£9,013	-£150,004	£35,089	£99,298	£0	
Total Income/Expenditure	-£274,359	£46,868	£23,650	£49,577	£32,618	-£271,445	£40,034	£68,261	£34,604	£43,567	£37,198	£144,147	-£25,280	£0	£0	
Current Year Fund	£231,214	£209,808	£111,721	£19,721	-£36,495	£269,065	£221,749	£153,488	£13,708	£30,545	-£15,666	-£9,809				CYF-TNE
General Reserves	£258,628	£233,165	£307,602	£350,025	£373,623	£339,508	£346,790	£346,790	£451,966	£391,561	£400,574	£250,570				GR+EMR
General Reserves Position	489,842	442,973	419,323	369,746	337,128	606,573	566,539	500,278	465,674	422,106	384,908	240,761				GR+CYF
Months	10	9	8	7	7	12	12	10	9	9	8	5				
Total Reserves (Bank)	919,079	897,673	799,565	707,585	657,370	956,929	909,614	841,353	704,572	718,409	672,198	678,055				Mb+TNE



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

Ear Marked Reserves  
2024-2025

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance	Comments
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£0	£0	£0	£0	£0	£2,911	£0	£0	£0	£0	£0	£548	£0	£0	£105,557 S106 / £4452 CIL / Aug £2,272 WCC-OSF 24/25
316	EMR - Albany Wood SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
317	EMR - Alotment Fencing - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£85,472
318	EMR - Coronation Hall Renovations - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
320	EMR - Replace Pick up Truck - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000
325	EMR - Replace Play Area Equipment - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000
330	EMR - Replace Tractors - PC	£0	£0	£0	£0	£0	£0	£0	£0	£641	£0	£0	£0	£0	£0	£9,111 (-£4,000 EMR in Mar)
336	EMR - EV Chargers - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500
340	EMR - Replace Topper / Mower - PC	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000
341	EMR - Replace IT Equipment - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078
350	EMR - Buildings Replace / Refurb - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£6,413	£0	£0	£0	£0	£63,387 Additional £11,132 committed for Architect
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
354	EMR - Fencing Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355	EMR - Tennis Court Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
358	EMR - Southern Footpath Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
359	EMR - HR Drainage - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
360	EMR - Replace Bus Shelters - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370	EMR - CCTV (HR) - PC	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
371	EMR - Upgrade Intruder Alarm (JH) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373	EMR - Southern Footpath - WCIL/S106	£0	£10,000	£0	£6,006	£140	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
374	EMR - Southern Skate Park (PP) - CIL/WCIL/PC	£43,145	£0	£0	£17,060	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£1,166	£0	£0	£0	£0	£15,676	£0	£0	£0	£0	£0	£0	£0
376	EMR - Building Decarbon (JH) - CIL/WCIL	£59,750	£0	£0	£19,187	£42,962	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£54,678	£0	£3,450	£0	£0	£8,850	£0	£0	£0	£0	£0	£0	£0	£0	£0
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£73,196	£170	£17,232	£73	£0	£0	£0	£0	£0	£0	£0	£0	£0
379	EMR - Building Maintenance - PC	£16,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£1,800	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
393	EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
401	EMR - WCC S106 Receipts 2024-25	£472,382	£43,145	£25,462	£74,437	£42,423	£23,598	£0	£105,176	£60,404	£9,013	£150,004	£35,089	£99,298	£437,293	

Approved transfers  
PC321/231  
PC347/23  
FPR227/24



## **Bishop's Waltham Parish Council**

### **Finance, Policy & Resources Committee**

#### **1.4.25**

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

Capital Control Report 2024-2025 (Month 11).

Finance Manager  
25.3.25

Bishop's Waltham Parish Council  
Capital Projects Control 2024-25 Budget  
Month 11

Committee	G L Code	Description	Month Budgeted	EMR		Total Precept	Total Actual	Unactioned	Comments	
				Capital Budget £'s	Funding Budget £'s					Approved £'s
F,P&R Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0		
		Total Gross Committee Income		0	0	0	0	0		
		Minor Assets	Oct/Mar	500	0	500	0	0		
Expenditure	4408	Replace IT Equipment	Apr/Sep	1,000	0	1,000	1,014	0	Monitors/headset/camera/PC	
		Total Gross Committee Expenditures		1,500	0	1,500	1,014	0		
		EMR Movements		0	0	0	0	0		
		Total Net Committee Expenditures		1,500	0	1,500	1,014	0		
H&G Committee Income	1079	Income - Compensation	Dec	0	0	0	250	0	Total Gas and Power - fund Minor Assets (Heaters)	
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0		
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	40,000	0	EMR 376 Solar Panels	
	1337	WCC S106 Funding 2024-25	Jan	0	0	0	0	72,548	EMR 373 Southern Footpath	
	1366	WCC Open Space Fund	Aug	18,797	18,797	0	19,637	0	EMR 315 Montague Rd/378 Albany Rd	
	1400	WCC Rural England PF	Feb	0	0	0	49,000	0	EMR 377 Extend Parking PP	
	1403	SSEN Grant - Solar Batteries	Mar	0	0	0	16,060	0	EMR 376 Solar Panels	
		Total Gross Committee Income		58,797	58,797	0	124,947	72,548		
	Expenditure	4350	Minor Assets	Oct	2,500	0	2,500	3,872	0	Bins/Ladder/Blower Kit/Tennis net/Goals/A2 Board/Heaters
		4364	Southern Footpath/Cycleway	Jul/Aug	0	0	0	6,146	0	EMR 373
		4365	Replace Tractor	Mar	0	0	0	0	0	EMR 330 - Move £33,500 to 25-26
		4368	Replace Topper/Mower	Mar	0	0	0	0	0	EMR 340 - Move £17,150 to 25-26
		4386	Floor Polisher PP	-	0	0	0	1,166	0	EMR 375
4390		Replace Skate Park	Apr/Jul/Dec	0	0	0	77,271	0	EMR 374 (£1,390 committee exp)	
4393		Solar Panels On Roof (JH)	Jul/Aug Jan/Feb	99,750	99,750	0	66,164	0	EMR 376 - Move £12,045 to 25-26	
4410		Replace Play Area Equipment	-	0	0	0	641	0	Tennis court benches	
4415		Tennis Court Maintenance	Sep	6,000	6,000	0	4,900	0	EMR 355	
4417		Upgrade Intruder Alarm (JH)	Feb	2,500	0	2,500	0	0	Move to EMR in 25-26 £2,500	
4420		Costs - Purchase of Community Asset	May/Jun	0	0	0	3,311	0	EMR 351	
4422		Replace Paving Stones	Jan	2,500	0	2,500	252	0		
4423		EV Chargers	Not expected	11,000	11,000	0	0	0	EMR 336	
4432		Montague Rd Play Areas	Oct	0	0	0	2,911	0	EMR 315	
4450		Extend Parking (PF)	Oct/Jan	0	0	0	100,950	0	EMR 377	
4484		Stackable Chairs (JH)	May	0	0	0	874	0	EMR 390	
4485		Replace Clubhouse PP	-	0	0	0	6,413	0	EMR 350 Architect costs - Move £11,132 to 25-26	
4487	Building Maintenance	Feb	18,500	18,500	0	0	0	EMR 379 - Move £18,500 to 25-26		
4500	Albany Road Play Park	May-Oct	78,198	78,198	0	75,668	0	EMR 378		
4505	Costs-Sale of Community Asset	-	220,948	213,448	7,500	100	0	Legal costs - Move £1,900 to 25-26		
	Total Gross Committee Expenditures		220,948	213,448	7,500	350,639	0			
	EMR Movements		154,651	154,651	0	220,078	(72,548)			
	Total Net Committee Expenditures		7,500	0	7,500	5,614	0			
C & E Committee Income	1085	Non PC Recharge		0	0	0	141	0	HSE Donation for crowd barriers	
		Total Gross Committee Income		0	0	0	141	0		
		Minor Assets	Oct/Mar	500	0	500	290	0	Laminated cheque/tablecloth/table runner/crowd barriers	
Expenditure	4350	Minor Assets		500	0	500	290	0		
		Total Gross Committee Expenditures		500	0	500	290	0		
		EMR Movements		0	0	0	0	0		

		Total Net Committee Expenditures				
		500	0	500	149	0
P & H Committee Income	1302					
	1331	500	0	500	600	0
	1338	0	0	0	5,000	0
		0	0	0	555	0
		500	0	500	5,600	0
Expenditure	4350	500	0	500	831	0
	4375	0	0	0	3,749	0
	4403	1,000	0	1,000	428	0
	4404	500	0	500	484	0
		2,000	0	2,000	5,492	0
						2 x Self closing gates/Footpath Power Tools
	EMR Movements	0	0	0	0	0
	Total Net Committee Expenditures	1,500	0	1,500	(108)	0
Total Parish Council		59,297	58,797	500	130,688	72,548
Total Parish Council Expenditures		224,948	213,448	11,500	357,435	0
Total EMR Movements		154,651	154,651	0	220,078	(72,548)
Total Net Parish Council Expenditures		635,307	516,807	23,000	6,669	0



## **Bishop's Waltham Parish Council**

### **Finance, Policy & Resources Committee**

#### **1.4.25**

#### **Agenda Item 10 – Policy Review - Update – *for consideration***

The working group will present a verbal update to inform Committee of progress.

Executive Officer  
25.3.25



## **Bishop's Waltham Parish Council**

### **Finance, Policy & Resources Committee**

#### **1.4.25**

#### **Agenda Item 11 – Draft Safeguarding Policy – *for consideration***

A draft safeguarding policy is attached for consideration.

#### **Proposal:**

- i) To consider whether or not to adopt the draft safeguarding policy as tabled**
- ii) To consider any relevant costs for staff training or DBS checks**

Executive Officer  
25.3.25



## **Safeguarding Policy**

This Policy follows SLCC's 2022 Model.

In the interests of child protection and the welfare and protection of vulnerable people, Bishop's Waltham Parish Council ('the Council') is committed to ensuring that children and vulnerable people are protected and kept safe from harm whilst they are engaged in any activity associated with the Parish Council. Safeguarding children and vulnerable people is **everyone's** responsibility.

A child is defined as a person who is aged under 18 years and includes an unborn child. A child at risk is a child who is experiencing or is at risk of abuse, neglect or other kinds of harm.

A vulnerable person is defined as aged 18 years or over, who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

## **Policy Objectives**

- To ensure that, where possible, all facilities and activities offered by the Council are designed and maintained to reduce the risk to children and vulnerable people.
- To promote the general welfare, health and development of children by being aware of child protection issues, and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints, and to alleged or suspected incidents of abuse and neglect.
- As the Council does not directly provide care or supervision services to children and vulnerable people, it expects all children and vulnerable people using its services to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

## **Aims**

The aim of this policy document is to guide members and employees of the Council, plus volunteers and contractors engaged by the Council, should any child protection issue or any issues with vulnerable adults arise during their work.

## **Responsibilities and Procedures**

The Clerk to the Council/ Executive Officer is designated as the Safeguarding Officer. As such, their responsibilities will include the following:

- Ensure all members are provided with the Council's Safeguarding Policy, to be acknowledged and signed to confirm that they will abide by it;
- Ensure that before any Council-organised event with children and/or vulnerable people proceeds, participants are briefed accordingly;
- Ensure that members are aware of the potential risks they may face in certain circumstances whilst carrying out their duties;



- Ensure that before any volunteers or paid members of staff are recruited to work with children and/or vulnerable people, they are interviewed and two references are taken up;
- Decisions on whether any person should have a Disclosure and Barring Service Check (DBS) will be made by the Chairman of the Council after consultation with the Safeguarding Officer;
- Members will adhere to the ‘list of recommended behaviour’, namely:
  - A minimum of two adults present when supervising children, or one adult who is in possession of a valid and Enhanced DBS Certificate;
  - Not to play physical contact games;
  - Adults to wear appropriate clothing at all times;
  - Ensure that accidents are recorded in an accident book;
  - Never do anything of a personal nature for a child or vulnerable person.
- Keep records of any incidents or allegations a person may make to any committee member or volunteer;
- Refer cases of suspected abuse or allegations to the Safeguarding Officer, who will be responsible for ensuring the matter is handled in accordance with the appropriate Hampshire Safeguarding Board;
- Ensure that facilities offered by the Council have been inspected on a regular basis and at least annually by a representative of RoSPA or similar organisation;
- Share information about child protection and good practice with partner organisations, councillors, employees, volunteers, parents and carers;
- Ensure all contractors working directly for the Council, being deemed to be working in any area where children or vulnerable adults may be at risk, meet the safeguarding standards expected by the Council (a copy of its Safeguarding Policy must be given to the contractor);
- Any organisation which may make contact with children and/or vulnerable adults shall be required to show proof of its own appropriate Safeguarding Policy or DBS Certificate before being allowed to participate in the use of any Council-owned facilities.
- Comply with the Council’s Data Protection Policy.

## Declaration

Bishop’s Waltham Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional, financial harm, and neglect including cyber-bullying, sexting and peer-on-peer abuse.

All members of the Council should read the Safeguarding Policy and be proactive in providing a safe environment for children and vulnerable adults involved in Council activities.

Document History		
Status	Date	Version
Originally adopted		
Review Date		
Next Review date		
Next Review date		



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

#### 1.4.25

#### **Agenda Item 12 – Cyber Security – *for consideration***

A document entitled 'Cyber Risk Assessment for UK Parish Councils' has been collated to explain the relevant topics and has been circulated ahead of this meeting.

The papers following support actions recommended to address Cyber Security for the Council.

**Proposal: To consider the action plan tabled and appoint a working group to progress such.**

**Cllr Stallard 24.3.25**

## **1. Action Plan to Define Cyber Risk for Bishop's Waltham Parish Council**

### **Step 1: Identify and engage key stakeholders**

- Identify key stakeholders within the Parish Council who will be responsible for overseeing the cyber risk management process
- Engage with key stakeholders to understand their concerns and priorities regarding cyber risk
- Establish a Cyber Risk Committee or working group

### **Step 2: Assess current cyber risk posture**

- Conduct a cyber risk assessment of the Parish Council's IT systems, network infrastructure, and data assets
- Identify potential vulnerabilities and threats
- Evaluate the likelihood and potential impact of cyber threats

### **Step 3: Develop a cyber risk management strategy**

- Develop a cyber risk management strategy that outlines the Parish Council's approach to managing cyber risk
- Define the roles and responsibilities of key stakeholders in implementing the strategy
- Allocate resources for cyber risk management

### **Step 4: Implement cyber security controls**

- Implement cyber security controls to mitigate identified cyber risks
- Educate staff members about cyber security best practices
- Monitor cyber security controls and adjust as needed

### **Step 5: Regularly review and update the cyber risk management plan**

- Regularly review the cyber risk management plan and make updates as needed
- Conduct regular cyber security awareness training for staff members
- Monitor the cyber security landscape and stay informed about new threats and vulnerabilities

## **2. Plan to Implement Cyber Insurance for Bishop's Waltham Parish Council**

### **Step 1: Assess cyber risk exposure**

- Identify and evaluate potential cyber threats and vulnerabilities
- Determine the likelihood and potential impact of cyber incidents
- Evaluate existing cyber security measures

### **Step 2: Select a cyber insurance provider**

- Research different cyber insurance providers
- Compare coverage options, premiums, and deductibles
- Select a provider that meets the Parish Council's needs

### **Step 3: Purchase cyber insurance**

- Negotiate the terms and conditions of the cyber insurance policy
- Purchase the cyber insurance policy

### **Step 4: Implement cyber security measures**

- Implement cyber security controls to mitigate cyber risks
- Educate staff members about cyber security best practices
- Regularly monitor and update cyber security measures

### **Step 5: File a cyber insurance claim (if necessary)**

- In the event of a cyber incident, promptly notify the cyber insurance provider
- File a cyber insurance claim and provide supporting documentation
- Work with the cyber insurance provider to resolve the claim.

### **3. Propositions for Action Items for Bishop's Waltham Parish Council:**

#### **1. Form a Cybersecurity Working Group:**

- a. Appoint a dedicated cybersecurity working group.
- b. The working group will be responsible for recommending cybersecurity actions and strategies to the Parish Council Committee.
- c. **Clarification:** The working group will *not* have the authority to onboard tools directly. They will instead research, evaluate, and recommend tool adoption to the Committee for approval.

#### **2. Develop a Cybersecurity Policy:**

- a. Create a comprehensive cybersecurity policy.
- b. This policy should outline the council's commitment to cybersecurity, define staff roles and responsibilities related to cybersecurity, and establish procedures for responding to security incidents.
- c. Present a draft of the policy to the Parish Council Committee for review and approval.

#### **3. Conduct a Cybersecurity Risk Assessment:**

- a. Perform a thorough cybersecurity risk assessment to identify vulnerabilities and potential threats.
- b. Prioritise the identified risks based on their potential impact and likelihood.
- c. Determine whether the assessment will be conducted internally or externally.
- d. If external, obtain quotations from qualified cybersecurity suppliers and consider associated costs.

#### **4. Implement Cybersecurity Controls:**

- a. Implement appropriate cybersecurity controls to protect the council's information assets from unauthorised access, use, disclosure, disruption, modification, or destruction.
- b. Implement controls based on the findings of the risk assessment and following the approval of the working group's recommendations by the Committee.
- c. Note all possible costs and required resources.

#### **5. Educate Staff About Cybersecurity:**

- a. Provide comprehensive cybersecurity training to all staff members.
- b. The training should cover the importance of cybersecurity, common threats, and best practices for protecting information assets.
- c. Book relevant training for all staff and note all possible costs.

#### **6. Regularly Review and Update Cybersecurity Measures:**

- a. Establish a schedule for regular reviews and updates of cybersecurity measures.
- b. Ensure that the council's cybersecurity measures remain effective and aligned with evolving threats and best practices.