



Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 15th April 2025 at 7:00pm

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

Agenda

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. Public Session – to last no longer than 30 minutes - *for information only*
5. To approve the minutes of the Halls & Grounds Committee – 18th March 2025
6. Actions arising from meeting 18th March 2025 - *for information only*
7. Financial Position Year to Date - *to note current position*
8. Capital Control Report and Ear Marked Reserves Reports - *for information*
9. Grant Opportunities - *for information*
10. Estate Manager's Report - *for information*
11. Senior Groundsman's Report - *for information*
12. Project Manager's Report - *for information*
13. Correspondence: Request for Dedicated Jubilee Hall Car Park Space for Community Minibus – *for consideration*
14. Priory Park Clubhouse Building Maintenance – *for consideration*
15. Requests for Future Agenda Items - *for information only*
16. Date of next meeting - 20th May 2025
17. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
18. Pitch Drainage Work Quotations – *for consideration*
19. Request from Dynamos Football Club for Sunday Usage of Priory Park Football Pitches – *for consideration*
20. FOBS Fireworks Event Draft Licence and Fee – *for consideration*
21. Actual Cost of Dual-Use Bins Purchase - *for ratification*
22. Jubilee Hall Alarm Upgrade Report – *for consideration*
23. Advertising of Parish Council Halls in the Parish News Magazine – *for consideration*

C Wilkinson
Clerk to the Committee
9th April 2025



Bishop's Waltham Parish Council
Minutes of the Meeting of the Parish Council Halls and Grounds Committee held in the
Ruby Room of the Jubilee Hall, Bishop's Waltham on Tuesday 18th March 2025 at 7pm.

Present:

Cllr Latham
Cllr Marsh
Cllr Sherwood
Cllr Stallard
Cllr Webb

Vice Chairperson
Chairperson

Non-Committee Member:

Cllr Nicholson

In Attendance:

Mr S Arthur
Mrs E McKenzie
Mr R Thorne
Mr T Veck

Estates Manager
Executive Officer
Projects Manager
Senior Groundsman

Members of the Public:

0

HG285/24

To receive and accept apologies for non-attendance

Cllr Pavey – family commitments

Cllr Wilson – family commitments

Resolved: To accept apologies for non-attendance and to co-opt Councillor Nicholson on to the Halls and Grounds Committee for meeting.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

HG286/24

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

Cllr Stallard – Agenda item 17 (Dynamos Football Tournament Draft Licence and Fee)

Cllr Webb – Agenda item 14 (Facilities Review – Priory Park Redesign Update and Funding Request)

HG287/24

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

None.

HG288/24

Public Session

Some feedback from Priory Park Clubhouse hirers was passed to the Estates Manager that supplies such as hand towels were not always restocked as necessary.

HG289/24

To approve the minutes from the meeting of the Halls and Grounds Committee – 18th February 2025

Resolved: To approve minutes of the Halls and Grounds Committee – 18th February 2025 pending the addition of proposer and seconder names under item HG273/24 (Memorial Tree Variety List).

Proposed: Cllr Marsh

Seconded: Cllr Latham

All in favour who were present at the meeting of 18th February 2025.

HG290/24

Actions arising from the meeting of the Halls and Grounds Committee – 18th February 2025

Noted. The work on the relining of the Priory Park Multi-Use Games Area was due to commence later in the week.

- HG291/24 Financial Position Year to Date**
Resolved: To note the financial position year to date.
Proposed: Cllr Latham
Seconded: Cllr Webb
 All in favour.
- HG292/24 Capital Control Report**
 Noted.
- HG293/24 Ear Marked Reserves Report and Year End 2024/25 Adjustments**
 This report with adjustment suggested was duly considered.
Resolved: To approve the tabled adjustment and the creation of an Earmarked Reserve of £2,500 for the upgrade of the Jubilee Hall alarm.
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
 All in favour.
- HG294/24 Grant Opportunities**
 Noted. CIL opportunities would be explored with Winchester City Council in due course in light of the draft findings of the Playing Pitch Strategy, Councillor Latham was involved in his capacity as Winchester City Councillor and would notify the Committee when the report was generally available.
- HG295/24 Estates Manager's Report**
 It had been confirmed that there was no damp problem in the Ruby Room, the variation in wall colour was purely due to paint colour.
 Work had been completed on the ramp to address the change in levels at the entry onto the bridge leading into Priory Park from Bosworth Gardens.
 The lighting upgrade at the Estates Shed had been completed.
- HG296/24 Senior Groundsperson's Report**
 Noted. Installation of the recently purchased replacement dog waste bins (that were dual use) had been completed. Information about dugout seats was being located to facilitate the necessary replacement following the reported vandalism.
 The Grounds Team were thanked for their hard work maintaining the West Hoe Cemetery, which had been the subject of recent positive feedback from a member of the public.
- HG297/24 Project Manager's Report**
 Compliments had been received by councillors on the recently completed overflow car park at Priory Park. Notable improvements had been observed in the quantity of vehicles parked on Elizabeth Way on Saturdays.
- HG298/24 Facilities Review Update – Priory Park Clubhouse Redesign Update and Funding Request**
 The topographical survey was planned to take place on Wednesday 19th March.
Resolved: To note the progress in the Priory Park Clubhouse redesign and to send a letter to St Peter's Parochial Church Council (PCC) to investigate potential funding from the monies transferred from the Bishop's Waltham Education Institute.
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
 5 in favour, 1 abstention **ACTION: Committees Officer/Cllr Marsh**
- HG299/24 Hedgerow Planting at Montague Road**
 Noted. A draft risk assessment had been created and would be approved by the Committee Chair and Clerk prior to the event taking place. Members of SBW and local residents.
ACTION: Committees Officer/Cllr Webb
Resolved: To approve Sustainable Bishop's Waltham's proposal to organise a hedgerow planting event to plant hedgerow whips at the tabled location on the Parish Council's land at Montague Road on Saturday 29th March.

Proposed: Cllr Latham
Seconded: Cllr Webb
All in favour

HG300/24

Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee

The clause relating to the removal of rubbish would be modified to be more consistent with the licence for the Dynamos Tournament.

ACTION: Committees Officer

The progress of Martyn's Law would be determined, and if the legislation was now in effect appropriate additions would be made to the draft licence.

ACTION: Committees Officer

The Rotary would be asked to observe generator usage during the 2025 event, for future consideration.

ACTION: Committees Officer

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £583.20 (including VAT) for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary Club to hold their Family Fun Day event on Saturday 14th June 2025, with the amendments requested by the Committee during the meeting.

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Committees Officer

HG301/24

Dynamos Football Tournament Draft Licence and Fee

Senior Groundsman raised that consideration must be given to how marking the pitches could be accommodated between the season end and the tournament.

As was raised in the previous agenda item, appropriate amendments would be added prior to the review of the document by the Finance, Policy and Resources Committee if Martyn's Law would be in effect at the point of the event taking place.

Resolved: To recommend to the Finance, Policy and Resources Committee the tabled draft licence and fee of £587.03 (including VAT) for the usage of Priory Park Football pitches for Bishop's Waltham Dynamos Football Club to hold their 2-day Football Tournament event on Saturday 24th and Sunday 25th May 2025 with the addition requested in the meeting, if appropriate.

Proposed: Cllr Latham

Seconded: Cllr Marsh

5 in favour, 1 abstention

ACTION: Committees Officer

HG302/24

Pondside Lane Bridleway

The tabled report was noted and was agreed that quotations sought for remedial works and redirecting surface run-off water into the existing swales. However, it was also noted that a larger project to improve this well-used bridleway might make a suitable subject for a grant application in relation to active travel routes.

Resolved: To authorise the Project Manager to continue to investigate the potential cost of remedial works to the Pondside Lane bridleway, and to request quotations from contractors to include profiling work or alternative drainage provision to the top of the pathway to redirect surface water to the nearby swales.

Proposed: Cllr Webb

Seconded: Cllr Nicholson

All in favour

ACTION: Projects Manager

HG303/24

Montague Road Wildflower Area Meeting

The Head Groundsperson updated the committee that following the site meeting with local residents, the wildflower area had been topped. Going forward the perimeter of the area would be regularly mown to improve the appearance and reduce the occurrence of vegetation growing into the adjacent pavement. The area would be observed during the spring and summer months to see how it responded. It was anticipated that the area would be topped again in the autumn.

Resolved: To receive the update following the meeting with residents and the plan to regularly mow a strip around the edge of the Montague Road wildflower area adjacent to the pavement and to top the area annually to improve the appearance of this designated informal green space.

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

- HG304/24 Memorial Bench List**
The draft document tabled was considered and a clause would be added to the main policy to state that benches should be installed on concrete slabs, to be installed at the requester's expense.
Resolved: To approve the tabled additions to the Parish Council's Memorial Tree and Bench Policy for recommendation to the Finance, Policy and Resources Committee with an addition of clause to require a slab to be installed for benches to be installed upon. **ACTION: Committees Officer**
Proposed: Cllr Marsh
Seconded: Cllr Webb
All in favour
- HG305/24 Requests for future agenda items**
Fireworks event licence
Annual pitch drainage works
Quotations for tree condition surveys
- HG306/24 Date of next meeting – Tuesday 15th April 2025**
Noted.
At this point the Senior Groundsperson left the meeting.
- HG307/24 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.
- HG308/24 Proposal for Half Day Halls Hire Rate**
Resolved: To recommend the introduction of a Half Day Hire Rate for the Jubilee Hall and Priory Park Clubhouse to the Finance, Policy, and Resources Committee.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour **ACTION: Committees Officer**
- HG309/24 Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park**
Veolia would be approached to check whether their quoted price could be reduced in light of their appointment to handle food waste for the Parish Council's buildings. **ACTION: Estates Manager**
Resolved: To recommend to the Finance, Policy and Resources Committee that Veolia be appointed to provide trade and recycling waste services at the Jubilee Hall and Priory Park Clubhouse, with confirmation of price to be obtained by the Estates Manager.
Proposed: Cllr Sherwood
Seconded: Cllr Marsh
All in favour **ACTION: Committees Officer**
- HG310/24 Quotations for Jubilee Hall Alarm Upgrade**
The Estates Manager outlined the range of systems that had been proposed for installation. Introducing control via an app would require the system to be connected to the internet, the associated security implications would have to be taken into consideration.
Resolved: To defer further consideration of this matter to a future meeting until such a point as more information had been obtained about problems with the current system. **ACTION: Estates Manager**
Proposed: Cllr Marsh
Seconded: Cllr Sherwood
All in favour
- HG311/24 Quotations for Skatepark surfacing**
This agenda item had been withdrawn.
- HG312/24 Southern Footpath Remedial Works Quotations**
The Projects Manager was asked to contact the Environment Agency and to approach the Planning Office to discuss whether permission was granted to install the drain that was the source of excess water that had caused the erosion of the path's surface. **ACTION: Projects Manager**

Resolved: To recommend to the Finance, Policy and Resources Committee that Infinity Playgrounds Ltd be appointed to install two areas of permeable surfacing to the Southern Pathway, near the Priory Park Skate Zone and to the entrance of the path from the Priory Park overflow car park at a combined cost of £7,126.09, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

HG313/24

Quotations for Churchill Avenue Play Area Replacement Gates

Resolved: To recommend to the Finance, Policy and Resources Committee that Infinity Playgrounds Ltd be appointed to supply and install three replacement gates at the Churchill Avenue play area at a cost of £6,725.00, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

HG314/24

Quotations for Fencing at Albany Road Allotments

Further information would be supplied to the Finance, Policy and Resources Committee to ensure that value for money was being obtained for the supply of the gates and locks required as part of the project.

ACTION: Committees Officer

Resolved:

i) To recommend to the Finance, Policy and Resources Committee that D Mooney Fencing Ltd be appointed to supply and install the fencing as tabled at the lower section of the Albany Road allotments at a cost of £3,800.00, excluding VAT, with the gates to be purchased by the Parish Council.

ACTION: Committees Officer

ii) To delegate further consideration of the supply of the gates and locks to the Finance, Policy & Resources Committee following the supply of additional pricing information.

Proposed: Cllr Sherwood

Seconded: Cllr Latham

All in favour

HG315/24

Quotation for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines

Resolved:

i) To recommend to the Finance, Policy and Resources Committee that the Council give the required 3-month notice to Network Merchants (NMI) of the termination of the contract for the processing of card payment transactions for the Jubilee Hall car park.

ii) To recommend to the Finance, Policy and Resources Committee that the two Jubilee Hall car park ticket machines be updated to hardware that will support the migration to Windcave for the processing of card payment transactions at a cost of £800 excluding VAT, (with ongoing associated fees of 14p per transaction processed).

Proposed: Cllr Latham

Seconded: Cllr Sherwood

All in favour

ACTION: Committees Officer

There being no further business the meeting ended at 9.00pm.

Bishops Waltham Parish Council

Actions Arising following the Halls & Grounds Committee for meeting 15.04.25

Minute Number	Subject	Action	Date for completion	Action by	Notes	
1	HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	Jul-25	Clerk	1 quotation obtained.
2	HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Priory Park, and replace felled trees with new where possible.	February	Clerk	Work ongoing.
3	HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	Jul-25	Clerk	
4	HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	Feb-24	Senior Groundsman	
5	HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	Mar-24	Snr Groundsman/ Cllr Webb	
6	HG286/23	Buildings Dementia Friendliness Audit	To implement short-term actionable items in tabled report.	Apr-24	Estates Manager	
7	HG312/23	Southern Shared Pathway Update	Approach developer to request drain at join between Bishop's Meadow and Allotments stretches of path.	Apr-24	Clerk	
10	HG359/23	Jubilee Hall Car Park Financial Review	Contact WCC to raise whether Lower Lane season tickets could be moved to Jubilee Halls.	May-24	Clerk	
13	HG025/24	Montague Road Tree Survey	Gather quotations for high and moderate importance recommendations.	Apr-25	Clerk	2 quotations received thus far.
14	HG025/24	Montague Road Tree Survey	To apply to WCC for permission to carry out the recommended works on the oak tree covered by TPO1189T1.	Apr-25	Clerk	
16	HG047/24	Senior Groundsman's Report - HR hedge damage	Approach WCC to repair recent damage to the hedge at Hoe Road Recreation Ground.	Jul-24	Clerk	
17	HG081/24	Report from Meeting with Hampshire FA	Review Pitch Power Report and make recommendations to the Committee regarding next steps.	Aug-24	Priory Park football pitch working group	Meeting scheduled with working group to be scheduled by the Projects Manager
18	HG127/24	Grant Opportunities	Request more detailed feedback about unsuccessful grant application to Go Greener Fast Fund	Oct-24	Clerk	
19	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Ask organisations using site to speak to children about road safety.	In progress	Clerk	
20	HG135/24	Correspondence - Traffic Concerns at HR Rec Ground	Write letter to parents attending activities emphasising need to drive and park responsibly	In progress	Clerk	
21	HG137/24	Proposal for Badminton Court Hire Trial	Proceed with organisation and promotion	Oct-24	Clerk	
22	HG157/24	Albany Road Play Area Project Update	Create agenda item for addition of trees at the Albany Road play area for shade.	Nov-24	Cllr Pavey	
23	HG161/24	Winter Tennis Open Session Hours	Investigate automated locking systems for the Hoe Road tennis courts.	Nov-24	Cllr Pavey	Further consideration of wifi internet connection required.
24	HG169/24	Quotations for Hygeine Waste Contract	Bring information to H&G regaring proposals to increase the number of bins.	Nov-24	Estates Manager	
25	HG217/24	Proposal for Sign at Victoria Road	Order sign to be installed at Victoria Road green space.	Jan-25	Clerk	
26	HG273/24	Memorial Tree Variety List	Circulate catalog to Committee members and upload the tree list to the BWPC website.	Complete	Clerk	
27	HG284/24	Prices for Replacement Cartridges for HR Rec Ground Directional Ramps	To purchase cartridges and ratify through F,P&R.	Complete	Clerk/Estates Manager	Was ratified by F,P&R in March.
28	HG298/24	Facilities Review Update and potential funding request	Approach PPC to investigate potential funding for redesigned Priory Park Clubhouse	April	Clerk/Cllr Marsh	
29	HG299/24	Hedgerow Planting at Montague Road	Review risk assessment for hedge planting event coordinated by SBW.	Complete	Clerk/Cllr Webb	Comprehensive risk assessment provided by SBW, approved by Committees Officer.
30	HG300/24	Bishop's Waltham Rotary Family Fun Draft Licence and Fee	Amend clause about rubbish to be consistent with Dynamos Tournament Licence	Complete	Clerk	
31	HG300/24 & HG301/24	Bishop's Waltham Rotary Family Fun Draft Licence and Fee	Research current status of Martyn's Law and update licence if appropriate	Complete	Clerk	Legislation not yet adopted. 24 month period is likely before regulations are in force.
32	HG300/24	Bishop's Waltham Rotary Family Fun Draft Licence and Fee	Request that hirer monitor generator usage during 2025 event	Complete	Clerk	
33	HG300/24	Bishop's Waltham Rotary Family Fun Draft Licence and Fee	Recommend draft licence document to F,P&R	Complete	Clerk	F,P&R agenda item 01.04.25

34	HG301/24	Dynamos Football Tournament Draft Licence and Fee	Recommend draft licence document to F,P&R	Complete	Clerk	F,P&R agenda item 01.04.25
35	HG302/24	Pondside Lane Bridleway	To gather quotations for remedial works and additional drainage to route surface water toward existing swales.	April	Projects Manager	
36	HG304/24	Memorial Bench List	To recommend the draft document to F,P&R with additional clause stating that a base must be installed at the requestor's expense.	Complete	Clerk	
37	HG308/24	Proposal for Half Day Halls Hire Rate	To recommend the introduction of a Half Day Hire Rate for the JH and PP Clubhouse to F,P&R.	Complete	Clerk	F,P&R agenda item 01.04.25
38	HG309/24	Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park	To confirm whether price reduction could be applied due to the contractor's recent appointment to handle food waste.	Complete	Clerk	Final price confirmed and new contract now signed.
39	HG309/24	Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park	To recommend the appointment of Veolia to provide trade and recyclable waste services at the JH and PP Clubhouse to F,P&R.	Complete	Clerk	To be ratified as F,P&R agenda item 01.04.25
40	HG310/24	Quotations for Jubilee Hall Alarm Upgrade	To request for information from current provider regarding problems with the existing alarm system.	April	Estates Manager	In progress
41	HG312/24	Southern Footpath Remedial Works Quotations	To contact the Environment Agency and Planning Office to discuss whether permission was given for the pipe draining onto Priory Park.	April	Projects Manager	In progress. Environment Agency contacted
42	HG312/24	Southern Footpath Remedial Works Quotations	To recommend to F,P&R the appointment of Infinity to install surfacing at area near Skate Zone and path entrance from PP overflow car park.	Complete	Clerk	
43	HG313/24	Quotations for Churchill Avenue Play Area Replacement Gates	To recommend to F,P&R the appointment of Infinity to install the 3 replacement gates at Churchill Avenue play area.	Complete	Clerk	
44	HG314/24	Quotations for Fencing at Albany Road Allotments	To gather more information to pass to F,P&R regarding alternative suppliers of the required gates and locks.	Complete	Projects Manager	
45	HG314/24	Quotations for Fencing at Albany Road Allotments	To recommend to F,P&R the appointment of D Mooney to install the fencing as tabled at the lower section of the Albany Road allotments.	Complete	Clerk	
46	HG315/24	Quotations for Change of Payment Processor for the Jubilee Hall Car Park Ticket Machines	To recommend to F,P&R that notice of termination be given to NMI and that ticket machines be upgraded to the Windcave technology.	Complete	Clerk	

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed

Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Grounds - General</u>											
4101 Prof Fees - Tree Surveys	0	0	0	(350)	0	350	0		(350)	0.0%	
4157 Vehicle Tax	0	293	293	(2,293)	7,284	9,577	(7,284)		4,991	31.5%	
4290 Contractor - Hedge Cutting	0	0	0	(2,800)	4,000	6,800	(4,000)		1,200	70.0%	
4295 Contractor - Ditch Clearance	0	0	0	(1,250)	0	1,250	0		(1,250)	0.0%	
4303 Fuel Charges - Tractors&Mowers	(50)	400	350	(2,320)	4,800	7,120	(4,800)		2,480	48.3%	
4304 Fuel Charges - PC Vehicles	(215)	400	185	(2,205)	4,800	7,005	(4,800)		2,595	45.9%	
4305 Op Costs - Tractors&Mowers	(2,873)	200	(2,673)	(3,880)	2,400	6,280	(2,400)		(1,480)	161.7%	
4306 Op Costs - P C Vehicles	(335)	500	165	(3,302)	6,000	9,302	(6,000)		2,698	55.0%	
4309 Materials - Cleaning	(11)	0	(11)	(94)	120	214	(120)		26	78.3%	
4310 Materials -Tools / Minor Items	(142)	0	(142)	(885)	1,000	1,885	(1,000)		115	88.5%	
4311 Materials - Locks and Keys	(8)	50	42	(21)	50	71	(50)		29	42.3%	
4312 Materials - Ground Maintenance	0	0	0	(1,307)	2,500	3,807	(2,500)		1,193	52.3%	
4313 Materials - Signage	0	0	0	(284)	0	284	0		(284)	0.0%	
4319 Materials - Lining Paint	0	0	0	(2,353)	0	2,353	0		(2,353)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	0	0	0	1,755	1,768	13	1,768			99.3%	
1211 Hire Fees - Grounds	0	0	0	2,077	935	(1,142)	935			222.2%	
1212 Hire Fees - Football Pitches	288	0	(288)	1,148	0	(1,148)	0			0.0%	
4270 Contractor - Aboricultural	0	0	0	(555)	850	1,405	(850)		295	65.3%	
4280 Contractor - Grounds	0	0	0	0	300	300	(300)		300	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4296 Contractor - Electrical	0	0	0	(1,341)	0	1,341	0		(1,341)	0.0%	
4331 Mice - Car Parks	(1,925)	0	(1,925)	(2,420)	0	2,420	0		(2,420)	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	118	85	(33)	85			138.4%	
1151 Annual Hire - Football Pitches	0	794	794	8,967	7,146	(1,821)	7,146			125.5%	
1212 Hire Fees - Football Pitches	0	164	164	309	1,476	1,167	1,476			20.9%	
4270 Contractor - Aboricultural	0	0	0	(2,240)	3,500	5,740	(3,500)		1,260	64.0%	
4280 Contractor - Grounds	0	400	400	(9,050)	8,500	17,550	(8,500)		(550)	106.5%	
4295 Contractor - Ditch Clearance	0	0	0	0	400	400	(400)		400	0.0%	
4329 Mice - Fencing	0	100	100	0	100	100	(100)		100	0.0%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,576	1,129	(447)	1,129			139.6%	
4270 Contractor - Aboricultural	0	0	0	0	750	750	(750)		750	0.0%	
4329 Mice - Fencing	0	50	50	0	50	50	(50)		50	0.0%	
<u>226 Grounds - Albany Road All'ment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4270 Contractor - Aboricultural	0	0	0	0	850	850	(850)		850	0.0%	
<u>230 Halls/Buildings - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	35	0	(35)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4170 Advertising - Halls	0	0	0	0	500	500	(500)		500	0.0%	
4309 Materials - Cleaning	(144)	0	(144)	(1,446)	1,200	2,646	(1,200)		(246)	120.5%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Materials -Tools / Minor Items	(7)	75	68	(297)	150	447	(150)		(147)	198.0%	
4311 Materials - Locks and Keys	0	150	150	(82)	300	382	(300)		218	27.2%	
4313 Materials - Signage	0	150	150	(215)	300	515	(300)		85	71.7%	
4316 Materials - Kitchen Supplies	0	50	50	0	100	100	(100)		100	0.0%	
4340 Mtce - Halls Equipment	(268)	0	(268)	(268)	0	268	0		(268)	0.0%	
240 Hoe Road Pavilion											
1131 Contract Hire - Kitchen	0	0	0	493	496	3	496			99.3%	
1132 Contract Hire - Rooms	0	0	0	6,281	6,328	47	6,328			99.3%	
1133 Contract Hire - Storage	0	0	0	103	104	1	104			98.7%	
1223 Hire Fees - Storage	19	0	(19)	225	0	(225)	0			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	(23)	100	123	(100)		78	22.5%	
4106 Prof Fees - Hardwire Insptions	0	0	0	(600)	375	975	(375)		(225)	160.0%	
4109 Prof Fees - H&S Report	0	0	0	0	150	150	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,200	1,844	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	0	0	0	(60)	0	60	0		(60)	0.0%	
4285 Contractor - Hygiene Waste	0	0	0	(95)	0	95	0		(95)	0.0%	
4307 Materials - Defib Equipment	0	300	300	0	300	300	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	125	125	(520)	250	770	(250)		(270)	207.8%	
4332 Mtce - Fire/Security Sytems	(51)	100	50	(649)	1,200	1,849	(1,200)		552	54.0%	
4336 Mtce - Building Fabric	0	500	500	(51)	500	551	(500)		449	10.2%	
4337 Mtce - Building Services	0	1,000	1,000	(1,149)	1,000	2,149	(1,000)		(149)	114.9%	
4338 Mtce - Internal Decoration	0	1,000	1,000	(240)	1,000	1,240	(1,000)		760	24.0%	
4339 Mtce - External Decoration	0	500	500	0	500	500	(500)		500	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Cost Centre Report

Month No: 12

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Non Domestic Rates	0	0	0	(736)	740	1,476	(740)		4	99.5%	
4343 Electricity	0	0	0	(2,633)	6,500	9,133	(6,500)		3,867	40.5%	
4345 Water	0	125	125	(1,235)	1,500	2,735	(1,500)		265	82.3%	
<u>250 Priory Park Clubhouse</u>											
1085 Income - Non PC Recharge	0	0	0	161	0	(161)	0			0.0%	
1158 Annual Hire - Rooms	0	109	109	1,176	981	(195)	981			119.9%	
1161 Annual Hire - Storage	0	48	48	519	432	(87)	432			120.1%	
1220 Hire Fees - Rooms	2,114	1,470	(644)	21,645	17,640	(4,005)	17,640			122.7%	
1223 Hire Fees - Storage	0	17	17	182	204	23	204			89.0%	
4102 Prof Fees - PAT Testing	0	0	0	(90)	75	165	(75)		(15)	120.0%	
4106 Prof Fees - Hardwire Inspctions	0	0	0	(720)	630	1,350	(630)		(90)	114.3%	
4109 Prof Fees - H&S Report	0	0	0	0	150	150	(150)		150	0.0%	
4142 Performing Rights - Music Fees	0	0	0	(361)	250	611	(250)		(111)	144.2%	
4158 Premises Licence	0	0	0	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	(248)	0	(248)	(1,301)	1,200	2,501	(1,200)		(101)	108.4%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,200	1,844	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	(100)	0	(100)	(450)	600	1,050	(600)		150	75.0%	
4282 Contractor - Cleaning	0	350	350	(3,561)	4,200	7,761	(4,200)		639	84.8%	
4285 Contractor - Hygiene Waste	0	0	0	(1,178)	1,140	2,318	(1,140)		(38)	103.4%	
4307 Materials - Defib Equipment	0	300	300	0	300	300	(300)		300	0.0%	
4320 Mtce - H & S Conformances	0	125	125	(275)	250	525	(250)		(25)	110.0%	
4332 Mtce - Fire/Security Sytems	(46)	84	38	(785)	1,000	1,785	(1,000)		215	78.5%	
4336 Mtce - Building Fabric	0	500	500	(1,460)	500	1,960	(500)		(960)	292.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 Mtce - Building Services	0	1,000	1,000	(3,148)	1,000	4,148	(1,000)		(2,148)	314.8%	
4338 Mtce - Internal Decoration	0	1,000	1,000	(161)	1,000	1,161	(1,000)		839	16.1%	
4339 Mtce - External Decoration	0	500	500	0	500	500	(500)		500	0.0%	
4341 Non Domestic Rates	0	0	0	(2,545)	2,545	5,090	(2,545)		0	100.0%	
4343 Electricity	0	0	0	(363)	4,500	4,863	(4,500)		4,137	8.1%	
4344 Gas	(443)	450	7	(2,710)	3,000	5,710	(3,000)		290	90.3%	
4345 Water	0	50	50	(1,023)	500	1,523	(500)		(523)	204.6%	
<u>260 The Jubilee Hall Building</u>											
1087 Income - PAT Testing Recharge	0	0	0	23	100	78	100			22.5%	
1153 Annual Hire - Diamond Suite	331	400	69	3,837	4,800	963	4,800			79.9%	
1220 Hire Fees - Rooms	3,667	2,800	(867)	41,072	33,600	(7,472)	33,600			122.2%	
1225 Hire Fees - Kitchen	204	175	(29)	2,353	2,100	(253)	2,100			112.1%	
4102 Prof Fees - PAT Testing	0	0	0	(156)	360	516	(360)		204	43.4%	
4106 Prof Fees - Hardwire Inspctions	0	0	0	(960)	650	1,610	(650)		(310)	147.7%	
4109 Prof Fees - H&S Report	0	0	0	0	200	200	(200)		200	0.0%	
4142 Performing Rights - Music Fees	0	500	500	(224)	500	724	(500)		276	44.8%	
4158 Premises Licence	0	0	0	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	(1,292)	35	(1,257)	(3,986)	2,750	6,736	(2,750)		(1,236)	145.0%	
4277 Contractor - Water Monitoring	0	100	100	(644)	1,200	1,844	(1,200)		556	53.7%	
4281 Contractor - Window Cleaning	(120)	0	(120)	(540)	720	1,260	(720)		180	75.0%	
4282 Contractor - Cleaning	(360)	0	(360)	(1,680)	750	2,430	(750)		(930)	224.0%	
4285 Contractor - Hygiene Waste	0	0	0	(2,002)	1,972	3,974	(1,972)		(30)	101.5%	
4307 Materials - Defib Equipment	0	300	300	(150)	300	450	(300)		150	50.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4316 Materials - Kitchen Supplies	0	0	0	(75)	0	75	0		(75)	0.0%	
4320 Mtce - H & S Conformances	(80)	250	170	(466)	500	966	(500)		34	93.2%	
4332 Mtce - Fire/Security Sytems	(237)	68	(169)	(1,342)	800	2,142	(800)		(542)	167.7%	
4336 Mtce - Building Fabric	0	500	500	(5)	500	505	(500)		495	1.1%	
4337 Mtce - Building Services	(320)	1,000	680	(4,387)	1,000	5,387	(1,000)		(3,387)	438.7%	
4338 Mtce - Internal Decoration	0	1,000	1,000	0	1,000	1,000	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	500	500	0	500	500	(500)		500	0.0%	
4341 Non Domestic Rates	0	0	0	(7,348)	6,680	14,028	(6,680)		(668)	110.0%	
4343 Electricity	0	0	0	(3,381)	6,500	9,881	(6,500)		3,119	52.0%	
4344 Gas	(1,048)	1,100	52	(9,562)	8,900	18,462	(8,900)		(662)	107.4%	
4345 Water	(279)	0	(279)	(1,287)	920	2,207	(920)		(367)	139.9%	
<u>261 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	194	0	(194)	1,332	1,000	(332)	1,000			133.2%	
1089 Income - Car Parking M/C's	818	115	(703)	4,019	1,380	(2,639)	1,380			291.3%	
1152 Annual Hire - Season Tickets	417	366	(51)	2,000	1,138	(862)	1,138			175.7%	
1211 Hire Fees - Grounds	0	0	0	33	42	9	42			79.4%	
4150 Ticket M/C Card Charges	(162)	185	23	(2,116)	2,220	4,336	(2,220)		104	95.3%	
4270 Contractor - Aboricultural	0	0	0	(650)	350	1,000	(350)		(300)	185.7%	
4281 Contractor - Window Cleaning	(20)	0	(20)	(120)	240	360	(240)		120	50.0%	
4286 Contractor - Car Park Tickets	0	150	150	(357)	300	657	(300)		(57)	119.0%	
4287 Contractor - E'tric Charge Mac	0	0	0	(240)	150	390	(150)		(90)	160.0%	
4325 Mtce - Car Park Ticket M/c's	0	197	197	(967)	788	1,755	(788)		(179)	122.7%	
4329 Mtce - Fencing	0	250	250	0	250	250	(250)		250	0.0%	

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Bishop's Waltham Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Cost Centre Report

Month No: 12

03/04/2025
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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4341 Non Domestic Rates	0	0	0	(2,359)	8,252	10,611	(8,252)		5,893	28.6%	
4343 Electricity	(74)	35	(39)	(1,012)	712	1,724	(712)		(300)	142.2%	
<u>270 Well House</u>											
4337 Mtce - Building Services	0	0	0	(302)	0	302	0		(302)	0.0%	
4341 Non Domestic Rates	(329)	0	(329)	(2,962)	0	2,962	0		(2,962)	0.0%	
4343 Electricity	(24)	0	(24)	(542)	0	542	0		(542)	0.0%	
4344 Gas	145	0	145	(227)	0	227	0		(227)	0.0%	
<u>275 Coronation Hall</u>											
1131 Contract Hire - Kitchen	0	50	50	0	600	600	600			0.0%	
1132 Contract Hire - Rooms	575	500	(75)	6,900	6,000	(900)	6,000			115.0%	
1133 Contract Hire - Storage	0	25	25	0	300	300	300			0.0%	
4102 Prof Fees - PAT Testing	0	0	0	0	100	100	(100)		100	0.0%	
4106 Prof Fees - Hardwire Inspctions	0	0	0	0	375	375	(375)		375	0.0%	
4109 Prof Fees - H&S Report	0	0	0	0	150	150	(150)		150	0.0%	
4277 Contractor - Water Monitoring	0	64	64	(414)	1,000	1,414	(1,000)		586	41.4%	
4281 Contractor - Window Cleaning	0	0	0	(50)	0	50	0		(50)	0.0%	
4320 Mtce - H & S Conformances	0	125	125	(655)	250	905	(250)		(405)	261.9%	
4332 Mtce - Fire/Security Sytems	0	100	100	(325)	1,200	1,525	(1,200)		875	27.1%	
4336 Mtce - Building Fabric	0	500	500	(356)	500	856	(500)		144	71.3%	
4337 Mtce - Building Services	(131)	1,000	869	(3,015)	1,000	4,015	(1,000)		(2,015)	301.5%	
4338 Mtce - Internal Decoration	0	1,000	1,000	0	1,000	1,000	(1,000)		1,000	0.0%	
4339 Mtce - External Decoration	0	500	500	(50)	500	550	(500)		450	10.0%	
4341 Non Domestic Rates	0	0	0	0	736	736	(736)		736	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Electricity	(166)	0	(166)	(1,757)	4,500	6,257	(4,500)		2,743	39.0%	
4344 Gas	(279)	450	171	(2,660)	3,000	5,660	(3,000)		340	88.7%	
4345 Water	0	125	125	0	1,500	1,500	(1,500)		1,500	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - PAT Testing	0	0	0	(90)	150	240	(150)		60	60.0%	
4106 Prof Fees - Hardwire Inspctions	0	0	0	(300)	190	490	(190)		(110)	157.9%	
4274 Contractor - Waste Skip Hire	0	0	0	(3,202)	2,730	5,932	(2,730)		(472)	117.3%	
4277 Contractor - Water Monitoring	0	0	0	(88)	0	88	0		(88)	0.0%	
4332 Mtce - Fire/Security Sylems	(29)	45	16	(381)	500	881	(500)		119	76.3%	
4336 Mtce - Building Fabric	0	250	250	0	250	250	(250)		250	0.0%	
4337 Mtce - Building Services	(616)	500	(116)	(761)	500	1,261	(500)		(261)	152.3%	
4343 Electricity	0	2,500	2,500	(3,298)	6,000	9,298	(6,000)		2,702	55.0%	
<u>290 Playgrounds & Leisure Areas</u>											
4109 Prof Fees - H&S Report	0	0	0	(700)	850	1,550	(850)		150	82.4%	
4144 Lease - Oak Road Play Area	0	0	0	(205)	145	350	(145)		(60)	141.7%	
4270 Contractor - Aboricultural	0	0	0	(3,275)	3,500	6,775	(3,500)		225	93.6%	
4280 Contractor - Grounds	0	0	0	(2,303)	3,000	5,303	(3,000)		697	76.8%	
4313 Materials - Signage	(6)	150	144	(284)	300	584	(300)		16	94.7%	
4320 Mtce - H & S Conformances	(295)	1,000	705	(573)	2,000	2,573	(2,000)		1,427	28.6%	
4327 Mtce - Play & Leisure Equipmnt	(1,777)	0	(1,777)	(4,500)	4,500	9,000	(4,500)		0	100.0%	
4329 Mtce - Fencing	0	500	500	0	1,000	1,000	(1,000)		1,000	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

299 Capital - Halls & Grounds

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1079 Income - Compensation	0	0	0	250	0	(250)	0			0.0%	
1336 WCC CIL Funding 2024-25	0	0	0	40,000	40,000	0	40,000			100.0%	40,000
1337 WCC S106 Funding 2024-25	72,548	0	(72,548)	72,548	0	(72,548)	0			0.0%	72,548
1368 WCC Open Space Fund	0	0	0	19,637	18,797	(840)	18,797			104.5%	19,637
1400 WCC Rural England PF	0	0	0	49,000	0	(49,000)	0			0.0%	49,000
1403 SSSEN Grant - Solar Batteries	0	0	0	16,060	0	(16,060)	0			0.0%	16,060
4350 Minor Assets	(141)	0	(141)	(4,013)	2,500	6,513	(2,500)		(1,513)	160.5%	
4364 Southern Footpath Cycleway	0	0	0	(6,146)	0	6,146	0		(6,146)	0.0%	6,146
4386 Floor Polisher PP	0	0	0	(1,166)	0	1,166	0		(1,166)	0.0%	1,166
4390 Replace Skate Park	0	0	0	(77,271)	0	77,271	0		(77,271)	0.0%	75,881
4393 Solar Panels on JH Roof	0	0	0	(66,164)	99,750	165,914	(99,750)		33,586	66.3%	66,164
4398 Resurface Play Areas	(810)	2,000	1,190	(810)	2,000	2,810	(2,000)		1,190	40.5%	
4410 Replace Play Area Equipment	0	4,000	4,000	(641)	4,000	4,641	(4,000)		3,360	16.0%	641
4412 Resurface Car Parks	0	2,500	2,500	0	2,500	2,500	(2,500)		2,500	0.0%	
4414 Bldings Replace /Refurb	0	5,000	5,000	0	5,000	5,000	(5,000)		5,000	0.0%	
4415 Tennis Court Maintenance	0	2,000	2,000	(4,900)	8,000	12,900	(8,000)		3,100	61.3%	4,900
4417 Upgrade Intruder Alarm (JH)	0	0	0	0	2,500	2,500	(2,500)		2,500	0.0%	
4420 Costs-Purchase of Community	0	0	0	(3,311)	0	3,311	0		(3,311)	0.0%	3,311
4422 Replace Paving Stones (JH)	0	0	0	(252)	2,500	2,752	(2,500)		2,248	10.1%	
4423 EV Chargers	0	0	0	0	11,000	11,000	(11,000)		11,000	0.0%	
4432 Montague rd Play Areas	0	0	0	(2,911)	0	2,911	0		(2,911)	0.0%	2,911
4450 Extend Parking PP	0	0	0	(100,950)	0	100,950	0		(100,950)	0.0%	100,950

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Detailed Income & Expenditure by Phased Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4484 Stackable Chairs (JH)	0	0	0	(874)	0	874	0		(874)	0.0%	874
4485 Replace Clubhouse (PP)	0	0	0	(6,413)	0	6,413	0		(6,413)	0.0%	6,413
4487 Building Maintenance	0	6,000	6,000	0	24,500	24,500	(24,500)		24,500	0.0%	
4500 Albany Road Play Park	0	0	0	(75,668)	78,198	153,866	(78,198)		2,530	96.8%	75,668
4505 Costs-Sale of Community Asset	0	0	0	(100)	0	100	0		(100)	0.0%	
Grand Totals:- Income	81,174	7,033	(74,141)	305,835	148,585	(157,250)	148,585			205.8%	
Expenditure	15,315	47,506	32,191	502,092	425,539	(76,553)	425,539	0	(76,553)	118.0%	
Net Income over Expenditure	65,859	(40,473)	(106,332)	(196,257)	(276,954)	(80,697)	(276,954)				
plus Transfer from EMR	0	0	0	345,024	0	(345,024)	0				
less Transfer to EMR	72,548	0	(72,548)	197,245	0	(197,245)	0				
Movement to/(from) Gen Reserve	(6,689)	(40,473)	(33,784)	(48,478)	(276,954)	(228,476)	(276,954)				

Bishop's Waltham Parish Council
Halls & Grounds Committee - Capital Projects Control 2024-25
Month 12

Income	Code	Description	Month Budgeted	Capital Budget £'s	EMR		Total Precept Approved £'s	Total Actual Spend £'s	Unactioned Approvals £'s	Comments
					Funding Budget £'s	Funding Budget £'s				
	1079	Income - Compensation	Dec	0	0	0	0	250	0	Total Gas & Power - fund Minor Assets (Heaters)
	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	0	
	1336	WCC CIL Funding 2024-25	Sep	40,000	40,000	0	0	40,000	0	EMR 376 Solar Panels
	1337	WCC S106 Funding 2024-25	Jan	0	0	0	0	72,548	0	EMR 373 Southern Footpath
	1368	WCC Open Space Fund	Aug	18,797	18,797	0	0	19,637	0	EMR 315 Montague Rd/378 Alband Rd
	1400	WCC Rural England PF	Feb	0	0	0	0	49,000	0	EMR 377 Extend Parking PP
	1403	SSEN Grant - Solar Batteries	Mar	0	0	0	0	16,060	0	EMR 376 Solar Panels
		Total Gross Committee Income		58,797	58,797	0	0	197,495	0	
Expenditure	4350	Minor Assets	Oct	2,500	0	0	2,500	4,013	0	Bins/Ladder/Blower Kit/Tennis Net/Goals/A2 Board/Heaters/
	4364	Southern Footpath/Cycleway	Jul/Aug	0	0	0	0	6,146	0	EMR 373
	4365	Replace Tractor	Mar	0	0	0	0	0	0	EMR 330 - Move £33,500 to 25-26
	4368	Replace Topper/Mower	Mar	0	0	0	0	0	0	EMR 340 - Move £17,150 to 25-26
	4386	Floor Polisher PP	-	0	0	0	0	1,166	0	EMR 375
	4390	Replace Skate Park	Apr/Jul/Dec	0	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	0	66,164	0	EMR 376 - Move £12,045 to 25-26
	4398	Resurface Play Areas	-	0	0	0	0	810	0	Agri to SP & PP Miuga
	4410	Replace Play Area Equipment	Feb	0	0	0	0	641	0	EMR 325 (Tennis court benches)
	4415	Tennis Court Maintenance	Sep	6,000	6,000	0	0	4,900	0	EMR 355
	4417	Upgrade Intruder Alarm (JH)	Feb	2,500	0	0	2,500	0	0	Move to EMR in 25-26 £2,500
	4420	Costs - Purchase of Community Asset	May/Jun	0	0	0	0	3,311	0	EMR 351
	4422	Replace Paving Stones	Jan	2,500	0	0	2,500	252	0	
	4423	EV Chargers	Not expected	11,000	11,000	0	0	0	0	EMR 336
	4432	Montague Rd Play Areas	Oct	0	0	0	0	2,911	0	EMR 315
	4450	Extend Parking (PP)	Oct/Jan	0	0	0	0	100,950	0	EMR 377
	4484	Stackable Chairs (JH)	May	0	0	0	0	874	0	EMR 390
	4485	Replace Clubhouse (PP)	-	0	0	0	0	6,413	0	EMR 350 Architect costs - Move £11,132 to 25-26
	4487	Building Maintenance	Not expected	18,500	18,500	0	0	0	0	EMR 379 - Move £18,500 to 25-26
	4500	Albany Road Play Park	May-Oct	78,198	78,198	0	0	75,668	0	EMR 378
	4505	Costs-Sale of Community Asset	-	0	0	0	0	100	0	Legal costs - Move £1,900 to 25-26
		Total Gross Committee Expenditures		220,948	213,448	7,500	7,500	351,590	0	
EMR Movements										
				154,651	154,651	0	147,780	0	0	
Total Net Committee Expenditures				7,500	0	7,500	6,315	0	0	

Ear Marked Reserves
2024-2025

		Opening Balance	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	£548	£0	£0	£0	£0	£-22,272	£-1,633	£2,911	£0	£0	£0	£0	£42	£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	£0	£65,472
317	EMR - Allotment Fencing - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0
318	EMR - Coronation Hall Renovations - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0
320	EMR - Replace Pick up Truck - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000	£0
325	EMR - Replace Play Area Equipment - PC	£4,744	£0	£0	£0	£0	£0	£0	£0	£0	£0	£641	£0	£-5,008	£-4,367	£-4,000	£9,111	£-£4,000 EMR in Mar
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£0
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	£11,000	£0
340	EMR - Replace Topper / Mower - PC	£33,500	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0	£0
341	EMR - Replace IT Equipment - PC	£2,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,000	£-1,000	£-1,000	£3,078	£0
345	EMR - Election Expenses - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,500	£-2,500	£-2,500	£2,500	£0
350	EMR - Bldings Replace / Refurb - PC	£85,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£6,413	£-5,000	£1,413	£-5,000	£83,587	Additional £11,132 committed for Architect
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£3,311	£0	£3,236	£75	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,311	£0	£0	£0
353	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-£200,000
354	EMR - Fencing Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£-2,000	£0	£2,000	£0
355	EMR - Tennis Court Maintenance - PC	£16,000	£0	£0	£0	£0	£0	£4,900	£0	£0	£0	£0	£0	£-3,000	£1,900	£4,000	£14,100	£0
356	EMR - Resurface Car Parks - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,500	£-2,500	£-2,500	£2,500	£0
357	EMR - Resurface Play Areas - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£-2,000	£-2,000	£2,000	£0
358	EMR - Southern Footpath Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,000	£-1,000	£0	£1,000	£0
359	EMR - HR Drainage - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-20,000	£-20,000	£0	£20,000	£0
360	EMR - Replace Bus Shelters - PC	£5,000	£0	£0	£1,848	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0
370	EMR - CCTV (HR) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152	£0
371	EMR - Intruder Alarm Upgrade (JH) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,500	£-2,500	£0	£2,500	£0
373	EMR - Southern Footpath - WCIL/S106	£49,063	£0	£10,000	£0	£5,006	£140	£0	£0	£0	£0	£0	£0	£-72,548	£-56,402	£0	£47,339	Oct £25,815 WCC S106 24/25
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£50,583	£43,145	£-10,000	£-15,298	£17,060	£0	£0	£0	£0	£15,676	£0	£0	£0	£0	£0	£0	£155,744 CIL / £45,000 WCIL
375	EMR - Floor Polisher (PP) - PC	£1,500	£0	£0	£1,166	£0	£0	£0	£0	£0	£0	£0	£0	£334	£1,500	£0	£0	£0
376	EMR - Building Decarbon (JH) - CIL/WCIL	£59,750	£0	£0	£0	£19,187	£42,962	£-£40,000	£0	£0	£0	£-12,045	£0	£0	£10,104	£59,750	£49,646	£60,000 CIL / Oct WCC-CIL £40,000
377	EMR - Extend Parking (PP) - CIL/WCC/REFF	£54,678	£0	£0	£3,450	£0	£0	£0	£8,850	£0	£89,500	£-£49,000	£2,600	£-1,260	£54,140	£0	£538	£54,399 CIL / £49,000 Rural England PF
378	EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£450	£73,196	£170	£17,232	£1,779	£73	£0	£0	£0	£0	£965	£59,401	£59,401	£0	£59,401 S106 / Aug £17,232 WCC-OSF 24/25
379	EMR - Building Maintenance - PC	£18,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-11,000	£-11,000	£12,500	£29,500	£7,500 Replace JH Boiler? (£6,000 EMR in Mar)
380	EMR - Name Sign (JH) - PC	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,000	£5,000	£0	£3,000	£0
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-3,000	£-3,000	£0	£0	£0
390	EMR - Parish Council Website - PC	£1,800	£0	£874	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-926	£1,800	£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	£5,011	£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	£3,062	£0
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£12,867	£0	£-30,022	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-30,022	£-30,022	£42,889	£0
396	EMR - SONP CIL Receipts 2021-22 (End 31/03/27)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£481	£0
397	EMR - SONP CIL Receipts 2022-23 (End 31/03/28)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,471	£0
398	EMR - SONP CIL Receipts 2023-24 (End 31/03/29)	£1,660	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-5661	£2,321	£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	£0	£0
400	EMR - SONP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£-£4,552	£0	£0	£0	£0	£0	£0	£-£4,552	£4,552	£0
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-£331	£0	£0
		£472,382	£43,145	£-£25,462	£74,437	£42,423	£23,598	£-£34,115	£7,282	£0	£105,176	£-£60,404	£9,013	£-£162,049	£23,044	£99,298	£449,338	

Approved transfers

PC321/231

PC347/23

FPR22724



Halls and Grounds Committee – 15th April 2025

9. Grant Opportunities – *for information*

Grant applications submitted by the H&G Committee (no updates in table from last month):

Grant Scheme	Purpose	Status
WCC Community Infrastructure Levy (CIL)	Solar Panels	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	£49k Granted Funds now received
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Declined (Fund closed)
SEE Powering Communities to Net Zero Fund	Battery storage at Jubilee Hall	Granted Funds now received
Grass Pitch Maintenance Fund	Potentially could provide financial assistance with works to improve Priory Park football pitches	Project Manager progressing with potential application, based on PitchPower report

Proposal: To note the above.

Committees Officer 03.04.25



Halls and Grounds Committee – 15th April 2025

10. Estates Manager's Report

General

2025 planned maintenance and refurbishment works – preparing quotes for Jubilee Hall, Hoe Road Pavilion and Coronation Hall.
Estates Team updated COSHH register ongoing.
Well House EICR completed 17.3.25.

Bookings this month:

Shirrell Heath Cricket Club AGM, Southern Parishes Meeting, Martial Arts Event, Town Team Meeting, West Hoe Management Committee Meeting, Country Market AGM, 3 Birthday parties, Sustainable BW Meeting, Craft Fayre, Footpath Wardens Meeting, BW Twinning Social Evening

Jubilee Hall

Waste Bin Store repair completed 01.04.25.
Water risk assessment remedial works scheduled 8.4.25.
Raised beds: planting with herbs/edibles ongoing.
1 future hirer visit.

Priory Park

Review of PP H&S (2022) and Fire Safety (2021) reports (ongoing) with actions to ensure updated compliance.
1 future hirer visit.

Hoe Road & Estates Shed

Tractor Shed lighting upgrade – works completed 11.3.25.
Tractor Shed drainage and access roadway tarmac repairs – obtaining quotes.
Lilypads: replacement of rotten washroom panels and door repairs scheduled 7.4.25.

Coronation Hall

Planned summer refurbishment works – obtaining quotes.

Estates Manager
03.04.25



Halls and Grounds Committee – 15th April 2025

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

The fence repair at the tractor shed compound is due to be completed next week by a contractor, this was budgeted and approvable by the Committee Chair.

The weed treatment at Priory pitches is due to be completed later this month.

I attended a site meeting regarding the green space we may be maintaining at Albany Wood. The condition of the ground at this area is far from ideal, however as far as the cutting of the grass goes, I believe if we spent some time literally walking the site to clear it of the larger stones, roots etc, it would then be in a condition for us to start cutting. In doing so on the first cut we might end up sacrificing a set of mowing deck blades. From then on it should be a straightforward grass cutting job.

The last of the dog bins has arrived and this will now be installed.

The last of the weedkilling should be completed in the next week or so.

Due to the dry weather, we have had the rare opportunity to give all the grass areas early and continued cuts. This makes them much more manageable when the grass starts to grow vigorously, which it will as soon as it gets a substantial drink. As opposed to last year when we were a month behind on doing an initial cut due to the never-ending rain.

Senior Groundsman
03.04.25

Halls and Grounds Committee – 15th April 2025

13. Project Managers Report - *for information*

Skatepark Footpath

- The adjoining strip between the current pathway and the skatepark has been completed (See below)



Priory Park MUGA

- The re-lining of the MUGA at Priory Park has now been completed. (See below)



Facilities Review

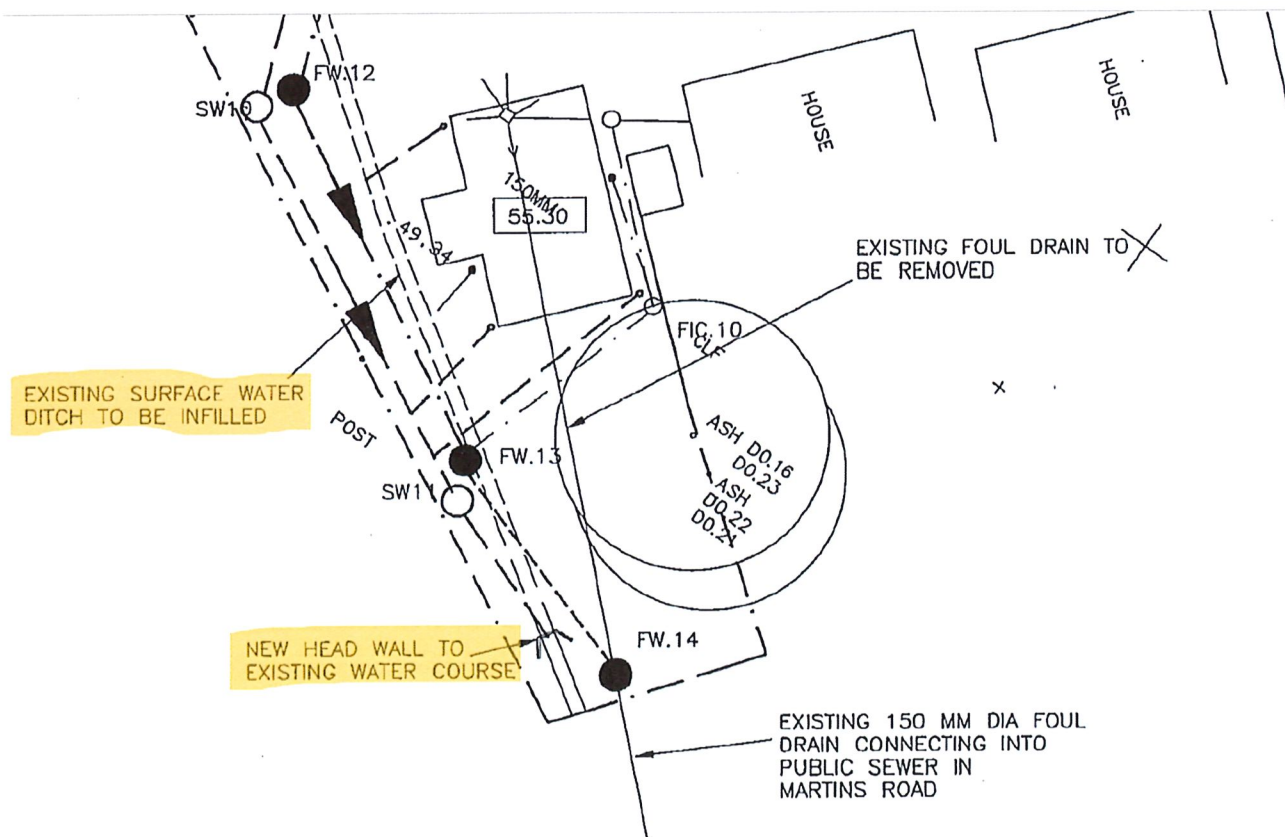
- The topographic survey has been completed by the surveyor. AXIS are now analysing the data and exploring the options available. A working group meeting will be set up with AXIS after Easter so as they can report back on the co-ordination exercise, discuss and possibly finalise the design.

Churchill Avenue playpark replacement gates

- The replacement gate funding was approved by the F, P & R committee meeting on Tuesday 1st of April and approved by Full Council on 8th April – a status update for the project will be given at the next meeting.

Southern Shared Pathway Update

- The funding for 2 areas, adjacent to the pétanque pitch and joining the footpath to the overflow car park, was approved by the F, P & R committee on Tuesday 1st April and given approval by Full Council on 8th April. Updates on this projects progress will be given at the next meeting.
- An enquiry into the location and contaminated output of the drain adjacent to Elizabeth Way, that has previously flooded the pathway has been logged with the WCC Environmental office, who have declared that they could not assist us with our concern, however, supplied us with a drainage layout of the build area circa August 1992, which clearly shows the drain head wall added as new, but feeding into the existing surface water ditch which was to be infilled. (See detail shown below)





Pitch Power report

- Access for funding from the Pitch Power report has been initiated – we are awaiting a response from the Football Foundation to our initial enquiry.

Proposal: To note the above.

Project Manager 09.04.25



Halls and Grounds Committee – 15th April 2025

13. Correspondence: Request for Dedicated Jubilee Hall Car Park Space for Community Minibus – *for consideration*

The following email has been received from the Community Minibus group.

Sent: 01 April 2025 13:04
Subject: Bishops Waltham Community minibus

Hi [REDACTED] as requested:-

Proposal

Dedicated space for community minibus

The Jubilee car park has become more popular since the changes to the charge to park structure in the central carpark. If a disabled space is unavailable the community minibus becomes very difficult to park due to its width and length. The ideal parking space we try to park the minibus is the disabled parking space near the bottle bank.

The Bishops Waltham minibus facility has been serving the residents since 1984. It is used by all age groups from young children to pensioners.

The bus is registered for the disabled and has a blue badge along with a parish council parking permit. A spare minibus key is held in the council office.

Regards [REDACTED]

Proposal: To consider the request received from the Community Minibus group to provide a dedicated space for the vehicle in the Jubilee Hall car park.

Committees Officer
02.04.25



Halls and Grounds Committee – 15th April 2025

14. Priory Park Clubhouse Building Maintenance – *for consideration*

The Priory Park Clubhouse, currently under consideration for potential redevelopment as a new community facility, will continue to require maintenance in the short term. The main hall, kitchen and toilets are functional and clean. There are no obvious structural or safety concerns, and it should remain this way for its remaining life.

However, the changing rooms are not in ideal condition, but do not currently experience much use due to them not meeting Football Association regulations. The exterior of the building is in need of attention, particularly the veranda area. All the surrounding steel railings are engrained with mould and areas of rust. Weeds and pine needles continue to grow and gather around the exterior.

While we will continue to maintain the building's services and safety, there is the question of the exterior. The Committee are requested to consider the measures they might decide to take to improve the building's appearance for the next two to three years.



I would advise the Committee that we should undertake the following:

- Clean up the veranda area, steel railings and fascia, with some painting where required, with quotations for the cleaning the railings and fascia to be supplied for consideration.
- The building to be cleared of weeds and pine debris.
- Minor cracks to render to be repaired.

Proposal: To undertake the maintenance items for the Priory Park Clubhouse as tabled by the Estates Manager, including the gathering of quotations as appropriate.

Estates Manager
02.04.25