



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 1st July 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 3rd June 2025
6. Actions arising from the minutes of the meeting of 3rd June 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 2 – *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. Work Experience Placement – *for approval*
12. Delivery Network Operator Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels – Paper from the Halls and Grounds Committee - *for ratification*
13. Requests for future agenda items - *for information only*
14. Date of next meeting – 5th August 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 – Update - *for consideration*
18. Meon Valley Bowls Club Lease – Draft and Update – *for consideration*
19. Land Transfers – Update – *for consideration*



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20. Papers from the Halls and Grounds Committee:-

- i) Quotations for the Replacement of Front and Rear Playroom Flooring in Coronation Hall - *for consideration*
- ii) Quotations for Cleaning of the Jubilee Hall Stage Curtains - *for consideration*
- iii) Quotations for Tractor - *for consideration*
- iv) Quotations for Repairs to Hoe Road Recreation Ground Track - *for consideration*
- v) Cost of Remaining Gates and Fencing Work for Albany Road Allotments – *for ratification*

21. Paper from the Community and Environment Committee - Quotations for Event Gazebo - *for consideration*

22. Papers from the Planning and Highways Committee:-

- i) Cost for HCC Licence for Consent to Cultivate the Public Highway – *for ratification*
- ii) Quotation for Provision and Installation of Speed Indicator Poles from HCC – *for approval*

23. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
24th June 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 3rd June 2025 at 7pm.

Present:

Cllr Homer	Vice Chairman of the Committee
Cllr Jones	Chairman of the Committee (and Rep for P&H)
Cllr Marsh	(Representative for CEC and WHCMC)
Cllr Nicholson	
Cllr Webb	(Representative for H&G)
Cllr Williams	(Representative for WHCMC)

Non-Committee Member: Cllr Conduct Coopted for the Meeting

In Attendance: Mrs E McKenzie Executive Officer

Members of the Public: 1

FPR01/25 To elect a Chairperson of the Committee
Nomination of Cllr Jones proposed by Cllr Marsh with no other nominations made.
Resolved: To elect Cllr Jones as Chairperson of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour

FPR02/25 To elect a Vice Chairperson of the Committee
Nomination of Cllr Homer proposed by Cllr Nicholson with no other nominations made.
Resolved: To elect Cllr Homer as Vice Chairperson of the Committee
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour

FPR03/25 To appoint Sub-Committees and Working Groups of the Committee

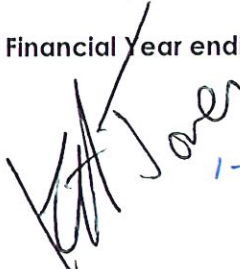
Task	Working Group Members
Bowls Club Lease Renewal	Cllr Latham, Cllr Marsh
Cricket Club Lease Renewal	Cllr Homer, Cllr Marsh, Cllr Stallard
Land Investigation Project	Cllr Jones, Cllr Smith, Cllr Williams
Policies – updates/draft preparation	Cllr Jones, Cllr Stallard
Staffing Sub-Committee	Cllr Conduct, Cllr Jones, Cllr Marsh, Cllr Webb
Well House – arrangements for sale of	Cllr Jones, Cllr Williams

Resolved: To appoint Sub-Committees and Working Groups of the Committee as above
Proposed: Cllr Nicholson
Seconded: Cllr Williams
All in favour.

FPR04/25 To receive and accept apologies for non-attendance
Cllr Stallard – work commitment
Resolved: To accept apologies for non-attendance and co-opt Cllr Conduct as a substitute member of Committee for the evening
Proposed: Cllr Nicholson
Seconded: Cllr Homer
All in favour


1-7-25

- FPR05/25** To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda - None.
- FPR06/25** To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda – Cllr Marsh – agenda item 23 - FPR23/25.
- FPR07/25** Public Session
No members of the public present.
- FPR08/25** To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6th May 2025
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6th May 2025
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour who were at the meeting of 6th May 2025
- FPR09/25** Actions arising from the meeting of the Finance, Policy and Resources Committee – 6th May 2025
The Executive Officer provided updates on actions in progress.
- FPR10/25** Report from Finance Manager
The Finance Manager had offered her apologies for non-attendance at the meeting and her written report was duly noted. Thanks were given to the ACSO for his assistance
- FPR11/25** Finance matters:
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £84,769.83.
Proposed: Cllr Williams
Seconded: Cllr Marsh
All in favour
- ii) Bank Account Reconciliation Month 1
Resolved: to note the review of the Bank Account Reconciliations Month 1 by the Chairman.
Proposed: Cllr Webb
Seconded: Cllr Conduct
All in favour
- iii) Parish Council Balance Sheet
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour
- iv) Income and Expenditure Forecast
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour
- v) Ear Marked Reserves
Noted.
- FPR12/25** Capital Control Report
Noted. Reminder to Committee Chairpersons to focus on capital projects for 2025/26.
- FPR13/25** Annual Governance and Accountability Return for Financial Year ending 31 March 2025
Noted and referred to Full Council.


1-7-25

- FPR14/25** **Internal Auditor Report – Final Internal Audit 2024/25**
Noted and referred to Full Council.
- FPR15/25** **Reinvestment of Funds**
Resolved: to recommend to Full Council the reinvestment of £441,097.66 with Arbuthnot Latham for 3 months at 3.6%.
Proposed: Cllr Nicholson
Seconded: Cllr Conduct
All in favour **ACTION:** Executive Officer
- FPR16/25** **Policy Review**
Cllr Jones provided an update on the progress of the review.
ACTION: Refer matter regarding Policy Review to Full Council **ACTION:** Executive Officer
- FPR17/25** **Requests for future agenda items**
None at this time.
- FPR18/25** **Date of next meeting – Tuesday 1st July 2025**
Noted.
- FPR19/25** **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.
- FPR20/25** **Debtors' List**
Noted. No concerns had been flagged by the Finance Manager.
- FPR21/25** **Well House**
Cllr Jones provided an update on the sale with information from the Estate Agent.
Resolved: To refer to Full Council for further consideration of the updates provided on offers for the property.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION:** Executive Officer
- FPR22/25** **Meon Valley Bowls Club Lease – Draft and Update**
Noted.
- FPR23/25** **Land Transfers**
Noted.
- FPR24/25** **Lease for Land at Montague Road**
It was requested to check that the lease ensured original planting retained.
Resolved: To refer to Full Council for further consideration of the cost of drawing up the formal lease.
Proposed: Cllr Homer
Seconded: Cllr Williams
All in favour **ACTION:** Executive Officer
- FPR25/25** **Saturday Afternoon Usage of Priory Park Full-Size Football Pitch**
The recommendation from the Halls and Grounds Committee was carefully considered.
Resolved: As recommended by the Halls and Grounds Committee, to permit temporary approval, for 2025/26 only, to allow Bishop's Waltham Dynamos to sublet the one senior pitch at Priory Park on Saturday afternoons between September-May (licence period) with full responsibility and liability to remain with BWD.
Proposed: Cllr Jones
Seconded: Nicholson
All in favour. **ACTION:** Committees Officer

FPR26/25

Quotations for Refurbishment of Children's Toilets in the Coronation Hall

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

Resolved: To approve the appointment of Regal Environmental Services Ltd to undertake the required refurbishment of children's toilets in the Coronation Hall at the within budget cost of £2,045.00, excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour.

ACTION: Estates Manager

FPR27/25

Quotations for Southeast Priory Park Ditch alongside Martin Street/Bosworth Gardens

The recommendation from the Halls and Grounds Committee was carefully deliberated.

Resolved: To recommend to Full Council the ratification of the appointment of C & P Curran to undertake the required ditch works on the Southeast Priory Park Ditch alongside Martin Street/Bosworth Gardens at the cost of £1,600.00, excluding VAT.

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour.

ACTION: Executive Officer

FPR28/25

Staffing Matters

An update was provided.

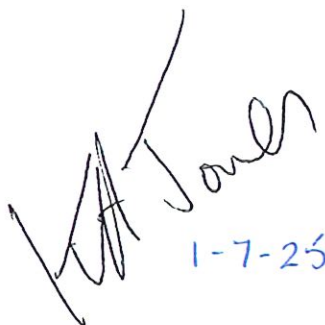
Resolved: To delegate any decision making required on Staffing Matters to Cllr Conduct, Cllr Nicholson and Cllr Jones.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

There being no further business the meeting ended at 8:25pm.


1-7-25

Bishops Wallham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 3.6.25

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR218/22	Standing Orders Review	To clarify process of declaring interests and dispensations	Closed as out of time. Current process appropriate.	EO	
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR240/23	Asset Register Review	To submit summary report	01/05/2024 - Closed as out of time	EJ/RS	Next review undertaken in March 2025.
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 Closed as new action on this topic opened.	RS / FM	Drafted May 24. New actions created to close this item.
FPR249/23, FPR62/24, FPR275/24	Bowls Club Lease	To monitor Bowls Club lease renewal	Jun-24	WG/AQ/EO	Draft lease to be considered by FP&R. Agenda item August 24. Correspondence to progress Jan 25. In progress. Agenda item April and May 25.
FPR267/23, FPR255/24	Two New Policies	To draft new policies on menopause and flexible working	01/07/2024 - closed as new action on this topic opened.	WG (KJ/RS) /EO	Meeting due. In progress under Policies Review.
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	No actions at present - with WCC
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	Agenda Item 6.5.25
FPR212/24	Land Transfers - Albany Wood	To monitor remedial works by CN as under action by WCC	Jul-25	FP&R	Active Monitoring. Solicitors in contact April/May 2025.
FPR232/24 / FPR287/24	Policies Review (HR)	To set next WG meeting	Complete	KJ/MP/RS	Next meeting 13.5.25
FPR256/24	Safeguarding Policy	To circulate policy	Complete	EO	
FPR256/24	Safeguarding	Investigate costs for DBS checks	Complete	EO	
FPR264/24	Volary Licence	To progress signing and bond	Complete	CO	Referred to H&G - in hand
FPR266/24	Memorial Bench Policy	To update policy for website	Complete	EO	
FPR267/24	Half Day Hall Hire Rate	To update website and advertise	Complete	MCEM	Referred to CO and MCEM. Update on website. Advertising pending.
FPR15/25	Reinvestment of Funds	To refer to PC for approval	Complete	EO	
FPR16/25	Policy Review	To refer to PC for consideration	Complete	EO	
FPR21/25	Well House	To refer to PC for consideration	Complete	EO	
FPR24/25	Lease for Land at MR	To refer to PC for consideration	Complete	EO	
FPR25/25	Saturday Football	To refer approval to H&G to action	Complete	EO/CO	
FPR26/25	Toilets at CH	To refer to EM to action	Complete	EO/EM	
FPR27/25	Ditch work at PP	To refer to PC for approval	Complete	EO	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

1.7.25

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

West Hoe Cemetery Management Committee Finances

I brought to the West Hoe Cemetery Auditor's attention that the current arrangement of recording and treatment of funds for the joint committee is not in line with the SAPP (Smaller Authorities Proper Practices Panel) Practitioners Guide for 2025. This matter will need to be addressed, and a resolution made to ensure that the requirements set out in the guide, paragraph 5.135 to 5.141 are implemented during 2025-2026.

In summary, Since 1st April 2015, joint committees should not be considered bodies corporate, they may not own assets, hold bank accounts in their own name, have employees or enter into any form of contract. The joint committee's income and expenditure, and assets and liabilities will either need to be shared as per the joint agreement and accounted for in each participating bodies AGAR or the decision will need to be made that financial responsibility is moved to one authority.

Arrangements are in being made to hold a meeting between Swanmore Parish Council and Bishop's Waltham Parish Council to seek a way forward.

AGAR 2024-25

The period for exercise of public rights began on Thursday 17th June 2025 and will end on Monday 28th July 2025. All AGAR documents were submitted to the external auditor on Monday 16th June 2025.

Local Government Pay Award 2025-26

In January the NJC Trade Unions submitted their joint pay claim for local government services ('Green Book') for 2025/6:

- An increase of at least £3,000 across all NJC spinal column points
- A clear plan to reach a minimum pay rate of £15 an hour
- An extra day of annual leave for all staff
- A reduction in the working week by two hours, with no loss of pay

In April the National Employers have agreed by a majority to make the following one-year (1 April 2025 to 31 March 2026), full and final offer to the unions representing the main local government NJC workforce:

- With effect from 1 April 2025, an increase of 3.20 per cent to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43.
- With effect from 1 April 2025 an increase of 3.20 per cent on all allowances (as listed in the 2024 NJC pay agreement circular dated 22 October 2024)
- With effect from 1 April 2026, the deletion of pay point 2 from the NJC pay spine.

The following were rejected:

- A clear plan to reach a minimum pay rate of £15 an hour.
- One extra day of annual leave for all staff.
- A reduction in the working week by two hours, with no loss of pay.
- The ability for school staff to take [at least] one day of their annual leave during term time, with no loss of pay

The following were rejected:

- A clear plan to reach a minimum pay rate of £15 an hour.
- One extra day of annual leave for all staff.
- A reduction in the working week by two hours, with no loss of pay.
- The ability for school staff to take [at least] one day of their annual leave during term time, with no loss of pay

The National Joint Committees have considered the full and final offer in detail and recommend that members vote to reject the offer, due to its inadequacy and the employers refusal to negotiate and simply asked the Local Government Association to present this full and final offer to the unions.

A consultive ballot was opened by the Unions on 12th May 2025 and closed 20th June 2025. The unions will now consider the results and determine the next steps. If the pay offer is rejected the Unions will look to move to a formal ballot for industrial action.

Finance Manager 23.6.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

1.7.25

Agenda Item 8 – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 2 – *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 26.6.25

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	31/05/2025	21/06/2025	INV-242514	E324.00	E64.80	E388.80	4282	250	PP Cleaning May 25	Yes		BT	20.06.25	
ACELIFT	11/06/2025	31/07/2025	200297	E486.00	E97.20	E583.20	4274	280	GS Skip Exchange Jun 25	Yes		BT		
ACELIFT	13/06/2025	31/07/2025	200449	E486.00	E97.20	E583.20	4274	225	CG Skip Delivery 12/06/25	Yes		BT		
B&QTRADE	21/05/2025	30/06/2025	2004611813	E9.91	E1.98	E11.89	4310	200	Junior Hack saw and Screwdriver	Yes		BT		
BIZAY	25/06/2025	25/06/2025	258831	E25.65	E5.13	E30.78	4201	310	Party in the Park - Stickers	Yes		BC		
BOSSJOBS	31/05/2025	06/06/2025	8112/2025/26	E147.30	E0.00	E147.30	4364	299	Southern Footpath - Install 2 Lecturns	Yes		BT	06.06.25	EMR 373
BOUNCY BEANS	17/06/2025	19/07/2025	palace1907	E155.00	E0.00	E155.00	4201	310	Soft Play - Party in the Palace	Yes		BT		
BULLFINCH	01/05/2025	01/05/2025	OP/114595	E105.00	E21.00	E126.00	4207	310	Hose assembly for Beacon	Yes		BC		
BUSINESS STREAM	25/06/2025	09/07/2025	2767957/8170137	E442.01	E0.00	E442.01	4345	260	JH Water 13/03-24/06/25	Yes		DD		
BW ROTARY CLUB	30/06/2025	09/07/2025	1506	E150.00	E0.00	E150.00	4209	310	50% Contribution to Bunting	Yes		BT		
BWELECTRICAL	30/05/2025	30/05/2025	1026	E589.50	E117.90	E707.40	4278	Various	Montessoro Lights/DS Fan	Yes		BT		
CHEVASCO	20/06/2025	27/06/2025	2025/2ndQtr	E3,184.50	E0.00	E3,184.50	4280	172	Churchward Maintenance	Yes		BT		
CHILDRENS PARTY ENTE	04/06/2025	04/07/2025	INV898	E300.00	E0.00	E300.00	4201	210	Party in the Palace - Entertainment	Yes		BT		
CINERGI	29/05/2025	11/06/2025	INV-4725	E6,699.91	E1,339.99	E8,039.90	4393	299	JH Solar Battery Installation	Yes		BT	11.06.25	EMR 376
DIGI TOOLBOX	10/06/2025	24/06/2025	7897934	E1,037.91	E207.58	E1,245.49	4044	100	IT/Telecoms Support/Service	Yes		DD	20.06.25	
EDF	03/06/2025	17/06/2025	23639289	E190.41	E9.52	E199.93	4344	260	JH Gas 01/05-31/05/25	Yes		DD	17.06.25	
ELING STUDIOS	17/06/2025	17/07/2025	SI-1338	E565.00	E0.00	E565.00	4171	310	Summer 25 Newsletter	Yes		BT		
ELLIOTS	09/04/2025	08/05/2025	59390513	E2.39	E0.48	E2.87	4310	200	Hex Nut	Yes		BT	20.06.25	
ELLIOTS	16/04/2025	15/05/2025	59399004	E67.86	E13.57	E81.43	4310	200	Hese/Elbow/Tap/Unser	Yes		BT	20.06.25	
ELLIOTS	16/04/2025	15/05/2025	59399108	E5.98	E1.20	E7.18	4310	200	Coupler	Yes		BT	20.06.25	
ENGIE GAS LTD	09/06/2025	23/06/2025	1-01699887	E67.47	E3.37	E70.84	4344	250	PP Gas 01/05-31/05/25	Yes		DD	23.06.25	
FORWARD	01/06/2025	30/06/2025	9311	E40.00	E8.00	E48.00	4332	260	JH Security June 25	Yes		BT		
FORWARD	16/06/2025	30/06/2025	9325	E40.00	E8.00	E48.00	4332	250	PP Security June 25	Yes		BT		
FORWARD	16/06/2025	30/06/2025	9326	E73.00	E14.60	E87.60	4332	Various	HR Security June 25	Yes		BT		
FUELGEMIE	02/06/2025	15/06/2025	11765035	E429.97	E85.96	E515.93	Various	200	Fuel card charges May 25	Yes		DD	17.06.25	
HALC	22/06/2025	22/07/2025	INV-7653	E214.00	E42.80	E256.80	4010	105	TC/MH/K/J/S Planning Intro	Yes		BT		
HAMPSHIREFA	20/06/2025	04/07/2025	INV-1243	E22.00	E4.40	E26.40	4025	100	Grassroots Awards - Ticket	Yes		BT		
HAMPSHIREGARDEN	30/05/2025	06/06/2025	12520	E41.66	E8.33	E49.99	4312	200	Premium Topsoil	Yes		BC		
HANTS CC	13/06/2025	11/07/2025	3611978881	E1,554.00	E300.00	E1,854.00	4100	105	Legal Services - Tollhouse Sawmill	Yes		BT		
HANTS CC	02/05/2025	30/05/2025	3611955728	E5,608.56	E1,321.72	E6,930.28	4271	105	Street Lighting 01/10/24-31/03/25	Yes		BT	20.06.25	
HS&E LTD	24/06/2025	24/06/2025	522231	E40.00	E8.00	E48.00	4006	100	Staff Safeguarding Training	Yes		BC		
HUMPHRY	25/06/2025	25/06/2025	5030	E42.00	E8.40	E50.40	4273	100	Payroll Services - June 2025	Yes		SO		
IDVERDE	26/06/2025	26/07/2025	10943841	E1,665.86	E333.17	E1,999.03	4276	105	Doit Waste Bins Apr-Jun 25	Yes		BT		
Inter Account Transfer	30/05/2025		20496241	E30,000.00	E0.00	E30,000.00	N/A	N/A	Supplier Payments	Yes		IAT	30.05.25	
Inter Account Transfer	30/05/2025		20496238	-E30,000.00	E0.00	-E30,000.00	N/A	N/A	Supplier Payments	Yes		IAT	30.05.25	
Inter Account Transfer	20/06/2025		20496241	E3,000.00	E0.00	E3,000.00	N/A	N/A	Supplier Payments	Yes		IAT	20.06.25	
Inter Account Transfer	20/06/2025		20496238	-E3,000.00	E0.00	-E3,000.00	N/A	N/A	Supplier Payments	Yes		IAT	20.06.25	
MAABEY L	25/06/2025	25/06/2025	25-Jun-25	E1,742.79	E348.55	E2,091.35	4427	299	Green Mesh Allotment Gates & Locks x 2	Yes		BT		EMR 317
MACDONALD	19/06/2025	17/07/2025	54624	E2,238.00	E447.60	E2,685.60	4100	105	Employment Law Advice to 19/06/25	Yes		BT		
MC TREE CARE	10/06/2025	10/06/2025	0581	E275.00	E0.00	E275.00	4270	200	HR Remove Hazel	Yes		BT		
NETWORK MERCHANTS	31/05/2025	30/06/2025	INV103511	E156.00	E31.20	E187.20	4150	261	JHCP Card Charges May 25	Yes		DD		
OCTOPUS ENERGY	05/06/2025		KI-0468ADA2-009	E37.99	E1.90	E39.89	Various	270	WH Gas & Electric 01/05-31/05/25	Yes		DD		
ORIGIN AMENITY SOLUT	10/06/2025	31/07/2025	OAS10154594	E180.00	E16.40	E196.40	Various	200	Blue Line Paint & Grass Seed	Yes		BT		
PARISH NEWS	18/06/2025	17/07/2025	18/06/2025	E100.00	E0.00	E100.00	4025	100	BWU Parish News Article	Yes		BT		
PAYROLL	30/06/2025	30/06/2025	N/A	E25,454.00	E0.00	E25,454.00	N/A	515	Basic Salary Payments - Jun 25			BT	30.06.25	
PAYROLL	30/06/2025	30/06/2025	N/A	E3,192.69	E0.00	E3,192.69	N/A	516	Co. NIC Payments - Jun 25			BT	30.06.25	
PAYROLL	30/06/2025	30/06/2025	N/A	E1,251.64	E0.00	E1,251.64	N/A	517	Overtime Payments - Jun 25			BT	30.06.25	
PAYROLL	30/06/2025	30/06/2025	N/A	E5,124.83	E0.00	E5,124.83	N/A	520	Co. Pension Payments - Jun 25			BT	30.06.25	
PHILSPACE	24/06/2025	24/06/2025	7577	E420.00	E84.00	E504.00	4201	310	Event Toilets x 4	Yes		BT		PROFORMA
PJ & CM FROUD	06/06/2025	05/07/2025	3357	E13,850.00	E2,770.00	E16,620.00	4280	220	PP Sand banding & verti drain	Yes		BT		
REGAL ENV	30/05/2025	29/06/2025	INV-8197	E120.00	E24.00	E144.00	4279	260	JH AC Service	Yes		BT		
RICOH	10/06/2025	10/07/2025	102694974	E268.58	E53.71	E322.29	4030	100	Photocopier contract 01/06-31/08/25	Yes		BT		
ROYAL MAIL	17/06/2025	17/06/2025	75118870	E272.33	E54.47	E326.80	4171	310	Summer 25 Newsletter Delivery	Yes		BC		
ROYAL MAIL	17/06/2025	17/06/2025	7511887C	E75.00	E15.00	E90.00	4171	310	Summer 25 Newsletter Collection	Yes		BC		
RSVSOUND	28/05/2025	28/05/2025	4033	E387.10	E77.42	E464.52	4337	260	JH Install 32A Switched Socket	Yes		BT	30.05.25	
SBS EVENT PRODUCTION	19/06/2025	03/07/2025	SBS INV25 0099	E1,367.40	E273.48	E1,640.88	4201	310	Party in the Palace Sound	Yes		BT		
SCREWFX	04/06/2025	04/06/2025	2004712820	-E6.66	-E1.33	-E7.99	4311	230	Plant Room Padlock	Yes		BT		
SCREWFX	25/06/2025	31/07/2025	2005230418	E10.82	E3.17	E12.99	4310	200	AC/DC Voltage Tester	Yes		BT		
SHARP BUSINESS SYSTE	05/06/2025	04/07/2025	8073335321	E31.39	E6.28	E37.67	4030	100	Copies 27/02-19/03/25	Yes		BT		
SSE ENERGY SOLUTIONS	07/06/2025	21/06/2025	IV03004179	E538.99	E26.95	E565.94	4343	275	CH Electric 03/08/24-31/05/25	Yes		BT	20.06.25	8700614653

SSE ENERGY SOLUTIONS	09/06/2025	23/06/2025	103016357		£27.37	£1.37	£28.74	4343	261 JHCP Electric 01/05-31/05/25	Yes		DD	23.06.25	
SSE ENERGY SOLUTIONS	32/06/2025	26/06/2025	103037266		£115.33	£5.77	£121.10	4344	275 CH Gas 01/05-31/05/25	Yes		BT		
UNITYTRUST	31/05/2025	30/06/2025	019		£6.00	£0.00	£6.00	4161	100 Service Charge - May 25	Yes		N/A		8700635160
VECK	23/06/2025	23/06/2025	TVEXPIUN25		£3.83	£0.76	£4.59	4025	100 Office Supplies			BT		
VEDLIA 2	30/04/2025	30/05/2025	POR1580576		£42.70	£8.54	£51.24	4275	260 JH Trade Waste 16/04-30/04/25	Yes		DD	28.05.25	
VEDLIA 2	31/05/2025	30/06/2025	POR1584216		£105.40	£21.08	£126.48	4275	Various JH&PP Trade Waste 01/05-31/05/25	Yes		DD		
VIKING DIR	29/05/2025	28/06/2025	5883191		£97.38	£9.37	£111.70	4025	100 Office supplies	Yes		BT		
VIKING DIR	23/06/2025	23/07/2025	5883344		£64.90	£10.58	£75.48	4025	100 Office supplies	Yes		BT		
VISTA PRINT	23/06/2025	23/06/2025	227989199		£17.07	£3.42	£20.49	4025	100 ACSO Business Cards			BC		
WARIN E	19/06/2025	27/06/2025	JHCP1UN25		£2.40	£0.00	£2.40	4150	261 JHCP Refund			BT		
WCC	05/06/2025	05/06/2025	WH JUNE 25		£334.00	£0.00	£334.00	4341	270 Business Rates			DD	05.06.25	
WCC	05/06/2025	05/06/2025	JHCP JUNE 25		£536.00	£0.00	£536.00	4341	261 Business Rates			DD	05.06.25	
WCC	05/06/2025	05/06/2025	JH JUNE 25		£74.00	£0.00	£74.00	4341	240 Business Rates			DD	05.06.25	
WCC	05/06/2025	05/06/2025	JH JUNE 25		£919.00	£0.00	£919.00	4341	260 Business Rates			DD	05.06.25	
WCC	05/06/2025	05/06/2025	PP JUNE 25		£254.00	£0.00	£254.00	4341	250 Business Rates			DD	05.06.25	
Total							£92,721.47							

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

- ii) Bank Account Reconciliations Month 2
 - *to note the review by the Chairman.*

Date: 02/06/2025

Bishop's Waltham Parish Council

Page 1

Time: 14:00

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 9 - Barclaycard Commercial

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	31/05/2025		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



Signed

T.K. CONDUET

Date

4.6.25.

Signatory 2:

Name

H. FISHER

Signed



Date

17/06/25

Date: 02/06/2025

Bishop's Waltham Parish Council

Page 1

Time: 13:59

User: HLF

Bank Reconciliation Statement as at 31/05/2025
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	31/05/2025		441,097.66
			441,097.66
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			441,097.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			441,097.66
		Balance per Cash Book is :-	441,097.66
		Difference is :-	0.00

Signatory 1:

Name T. K. CONQUIT Signed [Signature] Date 5.6.25

Signatory 2:

Name H. FISHER Signed [Signature] Date 17/06/25

Date: 02/06/2025

Bishop's Waltham Parish Council

Page 1

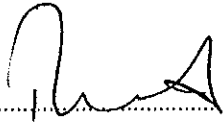
Time: 13:51

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 11 - Unity Current ****6238

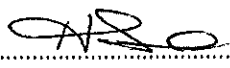
User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current 20496238	31/05/2025		39,757.45
			<u>39,757.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,757.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,757.45
		Balance per Cash Book is :-	39,757.45
		Difference is :-	0.00

Signatory 1:

Name T.K. CONDUIT Signed  Date 5.6.25

Signatory 2:

Name H. FISHER Signed  Date 17/06/25

Date: 02/06/2025

Bishop's Waltham Parish Council

Page 1

Time: 13:53

Bank Reconciliation Statement as at 31/05/2025
for Cashbook 12 - Unity Savings ****6241

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496241	31/05/2025		254,868.50
			<u>254,868.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			254,868.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			254,868.50
		Balance per Cash Book is :-	254,868.50
		Difference is :-	0.00

Signatory 1:

Name T. K. CONNOLLY Signed [Signature] Date 5/6/25

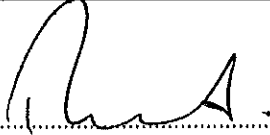
Signatory 2:

Name H. FISHER Signed [Signature] Date 17/06/25

Bank Reconciliation Statement as at 31/05/2025
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	31/05/2025		200,157.38
			<u>200,157.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200,157.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200,157.38
		Balance per Cash Book is :-	200,157.38
		Difference is :-	0.00

Signatory 1:

Name T.K. CONOULT Signed  Date 5.6.25

Signatory 2:

Name H. FISHER Signed  Date 17/06/25

iii) Parish Council Balance Sheet

– *to note current position.*

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	133,686
105	VAT Control Account	6,784
219	A&L 3m Fixed Term Deposit A/c	441,098
221	Unity Current 20496238	39,757
222	Unity Savings 20496241	254,869
223	Unity Savings 20496254	200,157
Total Current Assets		1,076,351
<u>Current Liabilities</u>		
500	Creditors	30,993
565	Holding Deposits	3,655
Total Current Liabilities		34,649
Net Current Assets		1,041,703
Total Assets less Current Liabilities		1,041,703

Represented by :-

300	Current Year Fund	357,008
310	General Reserves	247,191
317	Allotment Fencing	7,364
318	Coronation Hall Renovations	10,000
320	Replace Pickup Truck - CIL	15,000
325	Play Area Equip Maint - CYF	9,112
330	Replace Tractor - CYF	33,500
336	EV Chargers	11,000
340	Replace Topper / Mower - CYF	23,500
341	Replace IT Equipment	3,078
345	Election Expenses - CYF	2,500
350	Bldings Replace / Refurb - CYF	82,838
354	Fencing Replacement - CYF	2,000
355	Tennis Court Maintenance - CYF	14,100
356	Car Park Maintenance - CYF	2,500
357	Play Area Surface Maint - CYF	2,000
358	Southern Footpath Maintenance	1,000
359	HR Drainage - PC	20,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	3,152
371	Intruder Alarm Upgrade (JH)	2,500
373	South F'path -CIL/WCIL/S106	46,009
376	EMR-Building Decarbon (JH)	38,631
377	Extend Parking PP - CIL	537
379	Building Maintenance - CYF	29,500
389	Parish Council Website	2,650
395	WCC CIL Receipts 2023-24	37,111
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
398	SDNP CIL Receipts 2023-24	2,321
399	WCC CIL Receipts 2024-25	15,822
400	SDNP CIL Receipts 2024-25	6,827

Total Equity**1,041,703**


iv) Income and Expenditure Forecast

– *to note current position.*

Income & Expenditure Report
2025-2026

Total Parish Council

Description	1 April	2 May	3 June	4 July	5 August	6 September	7 October	8 November	9 December	10 January	11 February	12 March	Actual Total Year	Budget Total Year	Variance	Change %	Material Variance Reason (over 25% or £2000)
Finance, Policy and Resources Committee																	
Total Income	£4,013	£4,411	£5,197	£1,806	£6,206	£3,846	£1,726	£6,266	£3,706	£1,706	£6,206	£3,696	£48,785	£47,219	£1,566	3%	
Total Expenditure	£43,206	£44,484	£41,555	£45,034	£40,286	£44,363	£37,876	£53,640	£56,072	£44,077	£38,682	£50,726	£50,001	£55,534	£4,467	1%	
Total Net Revenue Expenditure	£39,193	£40,073	£36,358	£43,228	£34,080	£40,517	£36,150	£47,374	£52,366	£42,371	£32,476	£47,030	£49,126	£488,315	£2,901	1%	
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	£250	£250	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£0	0%	
Total Net Committee Expenditure	£39,193	£40,073	£36,358	£43,228	£34,080	£40,517	£36,150	£47,374	£52,366	£42,371	£32,476	£47,280	£49,146	£488,565	£2,901	1%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£9,764	£20,627	£6,414	£8,946	£10,082	£7,896	£7,745	£9,957	£7,744	£7,231	£117,630	£114,227	£3,403	3%	
Total Expenditure	£8,540	£5,191	£25,357	£13,247	£7,947	£5,866	£33,747	£6,986	£8,058	£22,931	£6,675	£28,806	£172,951	£191,265	£18,314	10%	
Total Net Revenue Expenditure	£13,180	£4,687	£16,593	£7,380	£1,533	£3,080	£23,665	£1,310	£313	£12,974	£1,069	£21,575	£55,321	£77,038	£21,717	28%	
Total Capital Income	£0	£23	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23	£0	£23	Unbudgeted	
Total Capital Expenditure	£2,258	£27,325	£35,401	£39,611	£0	£30,000	£4,500	£0	£30,000	£2,500	£0	£2,500	£174,095	£149,250	£24,845	17%	
Total Net Capital Expenditure	£2,258	£27,302	£35,401	£39,611	£0	£30,000	£4,500	£0	£30,000	£2,500	£0	£2,500	£174,072	£149,250	£24,822	17%	
Total Net Committee Expenditure	£10,922	£31,989	£51,994	£32,231	£1,533	£26,920	£28,165	£1,310	£30,313	£15,474	£1,069	£24,075	£223,393	£226,288	£3,105	1%	
Community & Environment Committee																	
Total Income	£0	£0	£0	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,000	£1,000	£0	0%	
Total Expenditure	£1,431	£5,527	£3,665	£2,300	£500	£2,200	£4,100	£300	£1,615	£100	£719	£1,852	£24,309	£24,584	£275	1%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,665	£2,300	£500	£1,200	£4,100	£300	£1,615	£100	£719	£1,852	£23,309	£23,584	£275	1%	
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	£250	£0	£0	£0	£0	£0	£250	£500	£500	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£250	£0	£0	£0	£0	£0	£250	£500	£500	£0	0%	
Total Net Committee Expenditure	£1,431	£5,527	£3,665	£2,300	£500	£1,450	£4,100	£300	£1,615	£100	£719	£2,102	£23,809	£24,084	£275	1%	
Planning & Highways Committee																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Expenditure	£0	£0	£0	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,450	£3,450	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,450	£3,450	£0	0%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	100% 20 is Plenty project cancelled	
Total Capital Expenditure	£0	£85	£0	£0	£800	£0	£1,000	£0	£0	£0	£0	£165	£2,050	£42,050	£40,000	95% 20 is Plenty project cancelled	
Total Net Capital Expenditure	£0	£85	£0	£0	£800	£0	£1,000	£0	£0	£0	£0	£165	£2,050	£2,050	£0	0%	
Total Net Committee Expenditure	£0	£85	£0	£0	£1,800	£0	£1,450	£0	£0	£0	£0	£2,165	£5,500	£5,500	£0	0%	
Joint Managed Services																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Expenditure	£0	£0	£7,000	£0	£0	£0	£7,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Total Net Revenue Expenditure	£0	£0	£7,000	£0	£0	£0	£7,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Net Committee Expenditure	£0	£0	£7,000	£0	£0	£0	£7,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Funding																	
Total Income	£313,219	£0	£0	£0	£0	£0	£313,218	£0	£0	£0	£0	£0	£626,437	£626,437	£0	0%	
Total Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	

APL

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

Ear Marked Reserves

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Budget	Closing Balance	Comments
314	EMR - Albany Wood IGOS Maintenance - S106	£0	£0	£96,705	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-96,705	£0	£96,705	£85,472 +RPI
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
316	EMR - Albany Wood LEAP Maintenance - S106	£0	£0	£36,521	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-36,521	£0	£36,521	£25,000 +RPI
317	EMR - Allotment Fencing - CIL	£10,000	£0	£2,636	£3,651	£2,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£8,398	£10,000	£1,602
318	EMR - Coronation Hall Renovations - CIL	£10,000	£0	£0	£2,500	£2,500	£0	£0	£2,500	£0	£0	£2,500	£0	£0	£0	£10,000	£10,000	£0
320	EMR - Replace Pickup Truck - CIL	£15,000	£0	£0	£0	£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£0
325	EMR - Replace Play Area Equipment - PC	£9,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,111	£0
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	£0	£11,000	£0
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500	£0
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078	£0
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0
350	EMR - Blidings Replace / Refurb - PC	£83,587	£750	£0	£29,250	£0	£0	£30,000	£0	£0	£30,000	£0	£0	£0	£0	£90,000	£90,000	£0
351	EMR - Purchase of Community Asset - PC/CIL/WCIL	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
352	EMR - Sale of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353	EMR - New Capital Receipt	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0
354	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0
355	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,100	£0
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	£0
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	£0
359	EMR - HR Drainage	£20,000	£0	£0	£0	£20,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,000	£20,000	£0
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000	£0
370	EMR - CCTV (HR) - PC	£3,152	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152	£0
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0
373	EMR - Southern Footpath - CIL/WCIL/S106	£47,339	£1,208	£123	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,331	£0	£47,339	Lecturns £1208
374	EMR - Replace Skate Park (PP) - CIL/WCIL/PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
375	EMR - Floor Polisher (PP) - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
376	EMR - Building Decarb (JH) - CIL/WCIL	£49,646	£300	£10,715	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,015	£0	£49,646	£0
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£538	£0
378	EMR - Albany Road Play Park - S106	£29,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£29,500	£25,000 + RPI
379	EMR - Building Maintenance - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
380	EMR - Name Sign (JH) - PC	£3,000	£0	£0	£2,650	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,000	£3,000	£0
389	EMR - Parish Council Website - PC	£0	£0	£350	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£0	£0	£0	£0	£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	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011	£0	£5,011	Southern Footpath Additions
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£3,062	£0	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	£0	£3,062	Southern Footpath Additions (£2,115) & Churchill Gates (£947)
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£42,889	£0	£5,778	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,778	£0	£42,889	Churchill Gates
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	£481	£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	£2,471	£0
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£2,321	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,321	£0
399	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£-15,822	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-15,822	£-15,822	£0	£0
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£4,552	£-22,276	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-22,276	£-22,276	£0	£0
401	EMR - WCC S106 Receipts 2024-25	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
402	EMR - WCC S106 Receipts 2025-26 (End 31/03/31)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
403	EMR - SDNP CIL Receipts 2025-26 (End 31/03/31)	£449,338	£-15,840	£-105,551	£38,051	£39,511	£0	£30,000	£-222,245	£0	£30,000	£2,500	£0	£-20,000	£-222,474	£-79,290	£663,456	Malt Lane £15,455.08 & Bank Street £5,344.63



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

1.7.25

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

Capital Control Report 2025-2026 (Month 2).

Finance Manager
26.6.25

Bishop's Waltham Parish Council
Capital Projects Control 2025-26 Budget
Month 1

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unaccounted Approvals £'s	Comments
F,P&R Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	Mar	250	0	250	0	0	
		Total Gross Committee Expenditures		250	0	250	0	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		250	0	250	0	0	
H&G Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	23	0	
		Total Gross Committee Income		0	0	0	23	0	
	4350	Minor Assets	Mar	2,500	0	2,500	0	0	
		Southern Footpath/Cycleway	Jun	0	0	0	8,457	0	EMR 373 / CIL app PC 08.04.25 EMR 393&394
		Replace Pick up Truck	Jul	15,000	15,000	0	0	0	EMR 320
		Building Decarb (JH)		0	0	0	11,015	0	EMR 376
		Bldings Replace/Returb	Jun/Sep/Dec	90,000	90,000	0	750	11,132	EMR 350 / £11,132 Architect Costs app
		Coronation Hall Renovations	Apr/Jul/Oct/Jan	10,000	10,000	0	0	0	EMR 318
		Replace Dragons Teeth (HR)	Not required	1,750	0	1,750	0	0	Purchased in 24/25
		Allotment Fencing	May	10,000	10,000	0	2,636	5,762	EMR 317
C & E Committee Income	4428	HR Drainage	Jul	20,000	20,000	0	6,725	0	EMR 359
		Fencing Replacement	May	0	0	0	6,725	0	EMR 394&395 / CIL app PC 08.04.25
	4430	Total Gross Committee Expenditures		145,250	145,000	4,250	29,583	16,894	
		EMR Movements		145,000	145,000	0	29,583	16,894	
		Total Net Committee Expenditures		4,250	0	4,250	(23)	0	
P & H Committee Income	4350	Total Gross Committee Income		0	0	0	0	0	
		Minor Assets	Oct/Mar	500	0	500	0	0	
	4429	Total Gross Committee Expenditures		500	0	500	0	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		500	0	500	0	0	
Total Parish Council	1339	Grant - 20 is Plenty	Jul	40,000	0	40,000	0	0	
		Total Gross Committee Income		40,000	0	40,000	0	0	
	4350	Minor Assets	Mar	250	0	250	85	0	SID Bag
		Street Furniture	Oct	1,000	0	1,000	0	0	
		Stiles / Kissing Gates	Aug	800	0	800	0	0	
		20 is Plenty	Jul	40,000	0	40,000	0	0	
		Total Gross Committee Expenditures		42,050	0	42,050	85	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		2,050	0	2,050	85	0	
		Total Parish Council Income		40,000	0	40,000	23	0	

Total Parish Council Expenditures

Total EMR Movements

Total Net Parish Council Expenditures

192,050	145,000	47,050	29,668	16,894
145,000	145,000	0	29,583	16,894
7,050		7,050	62	0



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

1.7.25

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

Since the last FP&R Committee meeting, Full Council have noted the update with associated costs and referred the matter back to Committee. The HR company has provided a reply to now further consider.

Parish Council Meeting 10.6.25

PC74/25 Policy Review – Update and Costs

The Parish Council noted the update from the Finance, Policy and Resources Committee and acknowledged the necessary accompanying professional services costings. The project was referred back to the Committee to take further steps, after considering the response from the HR consultant currently undertaking the policy review.

ACTION:

Executive Officer

Email from HR Company, 19th June 2025

Thank you for your patience, and apologies for the delay in getting back to you.

Contract review

The original estimate and the invoice you've received (4 hours @ £110 per hour + VAT, totalling £528) relate solely to the review of the National Association of Local Councils model employment contract. My written report with recommended changes was included in that work.

Please could you confirm that you are happy with the report and would like me to incorporate the amendments? All drafting of those amendments is already covered by the amount invoiced—there will be no additional charge.

Policy reviews

Now that I know there are 14 short policies (most around two pages), I anticipate the total time required will be **no more than 5 hours** in total. I will, of course, bill only for the actual time taken if it comes in lower.

At my rate of £110 per hour + VAT, the **maximum cost would be £550 + VAT**. If you would prefer, I can treat this as a fixed-fee cap so Council has complete cost certainty.

Please let me know:

1. Whether you are happy for me to proceed with the contract amendments, and
2. Whether the above-capped quote for the 14 policy reviews meets the Council's approval.

I'll schedule the work as soon as I have your confirmation, and I'm happy to answer any further questions.

Proposal: To consider the reply from the appointed HR company and make recommendations as a result.

Executive Officer
26.6.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

1.7.25

Agenda Item 11 – Work Experience Placement – *for approval*

A Swanmore College student has approached the Parish Council office to request a week's work experience with the Parish Council.

BWPC has successfully taken work placement students previously and the FP&R Chairman has initially responded favourably to this request.

Checks provided by the College have been replied to and include ensuring we have a Safeguarding Policy in place and relevant insurance, which we do.

A draft programme of activities, based on previous ones, has been revived for use in 2025.

Proposal: To approve the work placement of a Swanmore College student for the week commencing 14th July 2025.

Executive Officer
26.6.25



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

1.7.25

Agenda Item 12 – DNO Fee for Additional Batteries to Accompany Jubilee Hall Solar Panels – for ratification

As part of the process of installing two additional batteries to store electricity generated by the Jubilee Hall solar panels, permission had to be obtained from the DNO (Delivery Network Operator). These two batteries and their installation was being funded by a grant received in 2024 from SSE. One stipulation from the DNO was that they attend site to confirm that the installation had been carried out to their specification. For this sign-off a fee of £300 was charged. This fee was paid to enable the work to proceed, and ratification of this unbudgeted spend is now being sought from the Finance, Policy and Resources Committee.

The installation of these batteries has now been completed.

In the meeting of the Halls and Grounds Committee, held on Tuesday 20th May the following was resolved:

HG018/25	DNO Fee for Additional Batteries to Accompany the Jubilee Hall Solar Panels – for ratification
	Resolved: To recommend to the Finance, Policy and Resources Committee the ratification of the payment of £300 (without VAT) to Cinergi Ltd for the Distribution Network Operator's inspection of the installation of the additional batteries at the Jubilee Hall.
	Proposed: Cllr Webb
	Seconded: Cllr Stallard
	All in favour
	Action: Committees Officer

Proposal: To ratify the payment of £300.00 (no VAT was applied) to Cinergi Ltd for the fee charged by the DNO to inspect the additional batteries installed at the Jubilee Hall to store electricity generated by the solar panels, and to forward to Full Council for further ratification.

Committees Officer 12.06.25