



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 5th August 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 1st July 2025
6. Actions arising from the minutes of the meeting of 1st July 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 3 – *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) Earmarked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Annual Governance and Accountability Return (AGAR) Assertion 10 – *for consideration*
11. Appointment of the Internal Auditor – *for consideration and approval*
12. Earmarked Reserves (EMR) Movements – *for approval*
13. Reinvestment of Funds – *for approval*
14. Terms of Reference for the Staffing Sub-Committee – *for consideration*
15. Retention of Documents – *for approval*
16. Health and Safety Policies – *for approval*
17. Requests for future agenda items - *for information only*
18. Date of next meeting – 2nd September 2025
19. 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.



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- 20. Debtors' List - *for consideration*
- 21. Flowplates Order – *for consideration*
- 22. Meon Valley Bowls Club Lease – Final Version – *for approval*
- 23. Land Transfers – Update – *for consideration*
- 24. Cost of Purchase of Wheelchair to be Stored at the Jubilee Hall - *for ratification*
- 25. Quotations for Section of Priory Park Ecological Survey - *for consideration*
- 26. Quotations for Hire of Hedge Work Machinery - *for consideration*
- 27. Quotations for Relining Works in the Jubilee Hall Car Park - *for consideration*
- 28. Cost of Skip for Albany Road Cricket Ground - *for ratification*
- 29. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
29th July 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 1st July 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 Williams	(Representative for WHCMC)

Non-Committee Member: Cllr Conduct Coopted for the Meeting

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR29/25 To receive and accept apologies for non-attendance

Cllr Webb – family commitment

Resolved: To accept apologies for non-attendance and co-opt Cllr Conduct as a substitute member of Committee for the evening

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

FPR30/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda - None.

FPR31/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda – None.

FPR32/25 Public Session
No members of the public present.

FPR33/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd June 2025
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd June 2025
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour who were at the meeting of 3rd June 2025

FPR34/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd June 2025
The Executive Officer provided updates on actions in progress.

FPR35/25 Report from Finance Manager
The Finance Manager highlighted the matter of the West Hoe Cemetery Management Committee financial review and explained that a report would follow a scheduled meeting later this month.

FPR36/25 Finance matters:
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £92,721.47.
Proposed: Cllr Williams
Seconded: Cllr Nicholson
All in favour

ii) Bank Account Reconciliation Month 1

Resolved: to note the review of the Bank Account Reconciliations Month 2 by the Chairman.

Proposed: Cllr Marsh

Seconded: Cllr Homer

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

v) Ear Marked Reserves

Noted.

FPR37/25

Capital Control Report

Noted.

FPR38/25

Policy Review - Update

Resolved:

i) To approve the recommendations made to the model contract by the HR consultant and confirm the changes to be actioned within the cost for the review.

ii) To approve the review of the 14 HR policies by Kate Greenwood HR to the maximum cost of £550 + VAT as advised as a fixed-fee cap.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

FPR39/25

Work Experience Placement

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

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

FPR40/25

Delivery Network Operator Fee for Additional Batteries to Accompany Jubilee Hall Solar Panels

Resolved: to ratify the payment of £300.00 (no VAT was applied) to Cinergi Ltd for the fee charged by the DMO to inspect the additional batteries installed at the Jubilee Hall to store electricity generated by the solar panels, and refer to Full Council

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer

FPR41/25

Requests for future agenda items

DBS checks.

Part time caretaker contract

FPR42/25

Date of next meeting – Tuesday 5th August 2025

Noted.

FPR43/25

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.

FPR44/25

Debtors' List

Noted. The Finance manager provided explanations on the report's data.

FPR45/25

Well House

Ratification of sale price resolved at the Extra Ordinary meeting of 20.6.25 duly noted.

FPR46/25

Meon Valley Bowls Club Lease – Draft and Update

Noted.

FPR47/25

Land Transfers

The currently progressing land transfers at Bishop's Meadow and Albany Wood were discussed.

Resolved: To ratify the decision to proceed as advised by the Solicitor to remove the option clause, in the S106 agreement for Bishop's Meadow, as agreed with Bargate Homes.

Proposed: Cllr Jones

Seconded: Cllr Homer

All in favour

The ongoing snagging list on the Albany Wood site was noted and further chases to be actioned.

ACTION: Liaise with Crest Nicholson representative ACTION: Executive Officer

FPR48/25

Papers from the Halls and Grounds Committee:-

i) Quotations for the Replacement of Front and Rear Playroom Flooring in the Coronation Hall

The recommendation from the Halls and Grounds Committee was duly considered. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved: To approve the appointment of Tony Robb to supply and install replacement flooring in both the front and rear playrooms in the Coronation Hall at a cost of £3,625.00, excluding VAT.

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour.

ACTION: Estates Manager

ii) Quotations for Cleaning of the Jubilee Hall Stage Curtains

The recommendation from the Halls and Grounds Committee was carefully deliberated. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved: To approve the appointment of Camstage to remove, clean and treat the curtains offsite, prior to their reinstallation at a cost of £2,636.52, including VAT.

Proposed: Cllr Homer

Seconded: Cllr Conduct

All in favour.

ACTION: Estates Manager

iii) Quotations for Tractor

The recommendation from the Halls and Grounds Committee was duly deliberated. As a budgeted item above £5,000.00, this appointment was further recommended by Committee then referred to Full Council for final approval. The funds for this project were considered as due from ear marked reserves but could be classed as for Albany Wood open space maintenance and draw money from that reserve. The Finance Manager would consider options and refer costing suggestions to Full Council.

Resolved: To recommend the purchase of an Iseki TG6687 67hp (with 7 front weights) tractor from T H White at a cost of £36,457.00 excluding VAT and refer to Full Council for approval.

Proposed: Cllr Homer

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer / Finance Manager

iv) Quotations for Repairs to Hoe Road Recreation Ground Track

The recommendation from the Halls and Grounds Committee was duly deliberated. As an unbudgeted item, the Committee considered the transfer of funds from budgeted drainage works at Hoe Road Recreation Ground to address this alternative issue at the site. It was noted that the drainage works suggested were fully investigated before the resurfacing was scheduled in case the road needed digging up to undertake such drainage works.

Resolved: To approve the appointment of Meon Valley Surfacing to undertake remedial works on the track at Hoe Road Recreation Ground at a cost of £2,750.00 excluding VAT, but to ensure drainage works investigation is undertaken before this project to avoid duplicate works on the same site.

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour.

ACTION: Estates Manager

v) Cost of Remaining Gates and Fencing Work for Albany Road Allotments

The recommendation from the Halls and Grounds Committee was duly considered. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved:

i) **To ratify the purchase of additional gates and locks from First Fence Ltd to the value of £1,652.79 plus a £90 delivery charge and to refer to Full Council for their ratification.**

ii) **To ratify the appointment of D.Mooney to install the additional gates and fencing at the cost of £400.00, excluding VAT and to refer to Full Council for their ratification.**

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

ACTION: Estates Manager

FPR49/25

Quotations for Event Gazebo

The recommendation from the Community and Environment Committee was duly considered. As a £500 budgeted purchase that exceeded this price, this item was approved by Committee without the further need to refer to Full Council. The recommendation was made to use the wording 'Bishop's Waltham Council' to future proof the item.

Resolved: To approve the purchase of a midnight blue gazebo from UK Tents, with the Paish Council's logo on the front panel of the canopy and 'Bishop's Waltham Council' written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT and refer to Full Council.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour.

ACTION: Marketing, Communications and Events Manager

FPR50/25

Papers from the Planning and Highways Committee:-

i) Cost for the HCC Licence for Consent to Cultivate the Public Highway

The recommendation from the Planning and Highways Committee was duly considered. As an unbudgeted item, this item was recommended by Committee and referred to Full Council for ratification.

Resolved: To ratify the cost of £230.50 for the HCC licence, for a period of three years, as consent to cultivate the public highway in partnership with Bishop's Waltham in Bloom and refer to Full Council.

Proposed: Cllr Williams

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

ii) Quotation for Provision and Installation of Speed Indicator Poles from HCC

The recommendation from the Planning and Highways Committee was discussed. As a budgeted item from the previous year with a grant awarded, this item was recommended by Committee and referred to Full Council for approval to draw funds back from general reserves for this spend.

Resolved: To approve the quotation from HCC for provision and installation of the poles for the speed indicator devices at a cost of £2,253.53 (including 15% admin fee) and refer to Full Council for approval of funding stream.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

FPR51/25

Staffing Matters

An update was provided and noted by Committee.

There being no further business the meeting ended at 7:52pm.

Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 1.7.25

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	Complete	WG/AO/EO	Draft lease considered by FP&R. Agenda item August 24. Correspondence to progress Jan 25. In progress. Agenda item April, May, August 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	01/07/2024 - Closed as old action to be revisited when appropriate	EO	In progress. One completed and referred to SSC. SSC considered no further action at this time.
FPR16/24	Bodycam Procedure	Update	Complete	EO	
FPR91/24	Land Acquisition	To continue with WG actions	Complete	WG	No actions at present - with WCC. Situation updated with landowner stepping forward. Action closed.
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.
FPR38/25	Policies Update	To refer actions to Kate Underwood	Complete	EO	
FPR40/25	DNO Fee	To refer to PC for ratification	Complete	EO	
FPR47/25	Albany Wood	To chase CN re snagging list	Complete	EO	Chase sent July 2025
FPR48/25	Playroom in CH	To action flooring works	Complete	EM	Referred for action
FPR48/25	JH Stage Curtains	To action works	Complete	EM	Referred for action
FPR48/25	Tractor	To refer to PC	Complete	EO	
FPR48/25	HR Track Repairs	To do drainage works then surfacing	Complete	EM	Referred for action
FPR48/25	Allotment Gates	To action works with BWGC	Complete	EM	
FPR49/25	Event Gazebo	To refer to PC	Complete	EM	
FPR50/25	HCC Licence for Verges	To refer to PC	Complete	EO	
FPR50/25	SID poles and installation	To refer to PC	Complete	EO	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

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

Local Government Pay Award 2025-26

Agreement has been reached on rates of pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates have been increased by 3.20 per cent per annum. The NJC has agreed that from 1 April 2026, Spinal Column Point (SCP) 2 will be permanently deleted from the NJC pay spine. Backdated pay has been calculated and paid in July pay to staff.

Council Insurance

I have added the two further Solar Panel batteries to the Councils Insurance, which was added to the overall Jubilee Hall insurance value, at no extra charge.

VAT Return

The VAT Return for the period April to June 2025 has been submitted, which resulted in a refund of £10,194.51.

AGAR 2024-25

To date I have received no queries from the external auditors. The period for exercise of public rights ended on Monday 28th July 2025.

PWLB Loan

The first of this year's Public Works Loan Board loan payment (£5,642.49) for the Jubilee Hall Car Park extension has been made on 29th July 2025.

April to June Quarterly Transparency Information

The quarterly Transparency information has been published on the website as required.

Finance Manager
23.07.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item 8 – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 3 – *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 31.7.25

i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Project Name	Project ID	Project Manager	Start Date	End Date	Budget	Actual Cost	Variance	Progress %	Issues	Comments	
1st LAB	21/07/2025	INV-22628	2028.00	E288.00	E57.60	E345.60	4282	4306	250 PP Cleaning Jun 25	Yes	
ABBEY TYRES	06/08/2025	01006550	E57.70	E288.50	E346.20	E57.70	E288.50	200 BT55 JRX x 2 New Tyres	BT	21.07.25	
AIR AMBULANCE	25/07/2025	BWPC DKL18623	E105.00	E105.00	E0.00	E105.00	4201	4201	310 Party in Palace Donations	BT	25.07.25
AMAZON	29/06/2025	BP43M1	E36.35	E43.28	E7.28	E43.63	4313	4313	290 No BBQ's Signs	BT	
AMAZON	15/07/2025	GB55DHBOPAEU1	E26.28	E5.26	E5.26	E31.54	4025	4025	100 Office supplies	BT	
AMAZON	16/07/2025	R2HW1	E70.82	E14.16	E14.16	E84.98	4141	4141	100 ACSO Bodycam	BT	
APM	15/08/2025	132839	E203.75	E203.75	E40.75	E244.50	Various	200 Tools/Minor Items - Grounds Maint	BT		
APM	18/07/2025	533092	E23.25	E23.25	E4.65	E27.90	4312	4312	200 Duetbin	BT	
AXIS ARCHI	31/05/2025	31/08/2025	E919.50	E183.90	E183.90	E1103.40	4414	4414	299 Architectural Services	BT	04.07.25
B&QTRADE	09/07/2025	2005559604	E83.75	E16.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
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BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312.75	4339	4339	250 PP External Clean/Decoration	BT	25.07.25
BOBS/OBS	12/07/2025	12/07/2025	E312.75	E312.75	E0.00	E312					

- ii) Bank Account Reconciliations Month 3
 - *to note the review by the Chairman.*

Date: 07/07/2025

Bishop's Waltham Parish Council

Page 1

Time: 10:23

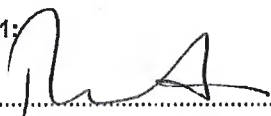
Bank Reconciliation Statement as at 30/06/2025
for Cashbook 9 - Barclaycard Commercial

User: HLF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	30/06/2025		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

8-7-25

Signatory 2:

Name



Signed

H. FISHER

Date

08/07/25

Date: 07/07/2025

Bishop's Waltham Parish Council

Page 1

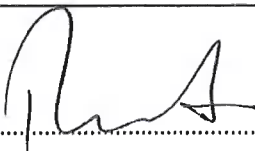
Time: 10:23

User: HLF

Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		441,097.66
			<u>441,097.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			441,097.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			441,097.66
		Balance per Cash Book is :-	441,097.66
		Difference is :-	0.00

Signatory 1:

Name T. K. CONDUIT Signed  Date 8.7.25.

Signatory 2:

Name H. FISHER Signed  Date 08/07/25

Date: 07/07/2025

Bishop's Waltham Parish Council

Page 1

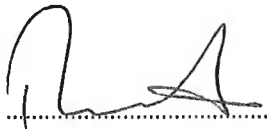
Time: 10:20

Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		19,900.12
			19,900.12
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			19,900.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			19,900.12
		Balance per Cash Book is :-	19,900.12
		Difference is :-	0.00

Signatory 1:

Name T.K. CONDUIT Signed  Date 8.7.25

Signatory 2:

Name H. FISHER Signed  Date 08/07/25

Date: 07/07/2025

Bishop's Waltham Parish Council

Page 1

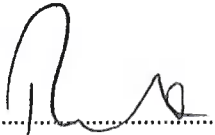
Time: 10:21

Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		208,490.48
			<u>208,490.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			208,490.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			208,490.48
		Balance per Cash Book is :-	208,490.48
		Difference is :-	0.00

Signatory 1:

Name T.K. CONDUIT Signed  Date 8.7.25

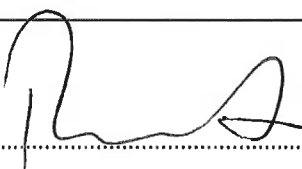
Signatory 2:

Name H. Fisher Signed  Date 08/07/25


Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		201,328.16
			<u>201,328.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,328.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,328.16
		Balance per Cash Book is :-	201,328.16
		Difference is :-	0.00

Signatory 1:

Name T.K. Conboy Signed  Date 8.7.25.

Signatory 2:

Name H. FISHER Signed  Date 08/07/25

iii) Parish Council Balance Sheet

– *to note current position.*

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	133,758
105	VAT Control Account	10,195
219	A&L 3m Fixed Term Deposit A/c	441,098
221	Unity Current 20496238	19,900
222	Unity Savings 20496241	208,490
223	Unity Savings 20496254	201,328
Total Current Assets		1,014,769
<u>Current Liabilities</u>		
500	Creditors	24,043
565	Holding Deposits	3,572
Total Current Liabilities		27,615
Net Current Assets		987,154
Total Assets less Current Liabilities		987,154

Represented by :-

300	Current Year Fund	302,459
310	General Reserves	115,708
314	Albany Wood IGOS Maintenance	96,705
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	5,621
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 Track/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

23/07/2025

Bishop's Waltham Parish Council

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08:34

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>987,154</u>

iv) Income and Expenditure Forecast

– *to note current position.*

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	£6,168	£1,806	£5,709	£3,846	£1,726	£6,266	£3,706	£1,706	£6,206	£3,696	£49,249	£47,219	£2,030	4%	
Total Expenditure	£43,206	£44,484	£45,375	£47,507	£40,231	£43,958	£37,826	£53,590	£53,802	£44,027	£39,582	£49,456	£52,044	£56,534	£6,510	1%	
Total Net Revenue Expenditure	£39,193	£40,073	£39,217	£45,701	£34,522	£40,112	£36,100	£47,324	£50,096	£42,321	£32,376	£45,760	£482,795	£488,315	£4,480	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	£250	£250	£250	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£250	£0	0%	
Total Net Committee Expenditure	£39,193	£40,073	£39,217	£45,701	£34,522	£40,112	£36,100	£47,324	£50,096	£42,321	£32,376	£46,010	£483,045	£488,565	£4,480	1%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£9,225	£23,185	£6,147	£9,379	£9,815	£8,329	£7,478	£10,390	£7,477	£7,664	£121,313	£114,227	£7,086	6%	
Total Expenditure	£8,540	£5,016	£19,726	£23,748	£7,572	£5,816	£33,447	£6,586	£7,983	£22,931	£6,675	£21,374	£168,414	£191,265	£21,851	11%	
Total Net Revenue Expenditure	£-13,180	£4,512	£10,501	£563	£1,425	£3,563	£23,632	£-1,743	£505	£12,541	£-802	£13,710	£48,101	£77,038	£28,937	38%	
Total Capital Income	£2,258	£23	£0	£0	£0	£23	£0	£0	£0	£0	£0	£0	£23	£0	£23	Unbudgeted	
Total Capital Expenditure	£2,258	£27,325	£1,743	£5,120	£23,384	£62,250	£1,866	£0	£43,330	£2,500	£0	£2,500	£172,276	£149,250	£23,026	15%	
Total Net Capital Expenditure	£0	£27,302	£1,743	£5,120	£23,384	£62,250	£1,866	£0	£43,330	£2,500	£0	£2,500	£172,253	£149,250	£23,003	15%	
Total Net Committee Expenditure	£-10,922	£31,814	£12,244	£5,683	£24,809	£58,687	£25,498	£-1,743	£43,835	£15,041	£-802	£16,210	£220,354	£226,288	£5,934	3%	
Community & Environment Committee																	
Total Income	£0	£0	£80	£0	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,080	£1,000	£80	8%	
Total Expenditure	£1,431	£5,527	£3,272	£2,750	£0	£2,200	£4,100	£300	£1,615	£100	£719	£1,852	£23,866	£24,584	£718	3%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,192	£2,750	£0	£1,200	£4,100	£300	£1,615	£100	£719	£1,852	£22,786	£23,584	£798	3%	
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	£604	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Capital Expenditure	£0	£0	£0	£604	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Committee Expenditure	£1,431	£5,527	£3,192	£3,354	£0	£1,200	£4,100	£300	£1,615	£100	£719	£1,852	£23,390	£24,084	£694	3%	
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	£231	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,681	£3,450	£231	7%	
Total Net Revenue Expenditure	£0	£0	£231	£0	£1,000	£0	£450	£0	£0	£0	£0	£2,000	£3,681	£3,450	£231	7%	
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	£1,200	£1,853	£0	£0	£0	£0	£0	£0	£165	£3,303	£42,050	£38,747	92% 20 is Plenty project cancelled	
Total Net Capital Expenditure	£0	£85	£0	£1,200	£1,853	£0	£0	£0	£0	£0	£0	£165	£3,303	£2,050	£1,253	61%	
Total Net Committee Expenditure	£0	£85	£231	£1,200	£2,853	£0	£450	£0	£0	£0	£0	£2,165	£6,984	£5,500	£1,484	27%	
Joint Managed Services																	
Total Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Expenditure	£0	£0	£0	£0	£0	£0	£14,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Total Net Revenue Expenditure	£0	£0	£0	£0	£0	£0	£14,000	£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	£0	£0	£0	£0	£14,000	£0	£0	£0	£0	£0	£14,000	£14,000	£0	0%	
Funding																	
Total Income	£313,219	£0	£0	£0	£0	£313,218	£0	£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	

Total Net Revenue Expenditure	-£313,219	£0	£0	£0	£0	-£313,218	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£626,437	£0	0%
Total Capital Income	£18,098	£133,226	£0	£0	£0	£226,745	£0	£0	£0	£0	£0	£0	£0	£0	£0	£378,069	£211,290	79% Albany Wood S106
Total Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted
Total Net Capital Expenditure	-£18,098	-£133,226	£0	£0	£0	-£226,745	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£378,069	-£211,290	79%
Total Net Committee Expenditure	-£331,317	-£133,226	£0	£0	£0	-£313,218	£0	£0	£0	£0	£0	£0	£0	£0	£0	-£1,004,506	-£837,727	20%
Total Net Committee Expenditures																		
Total Income	£357,049	£138,163	£15,462	£24,991	£11,856	£327,443	£238,286	£14,595	£11,184	£12,096	£13,683	£11,360	£1,176,168	£1,040,173	£135,995	13%		
Total Expenditure	£55,434	£82,435	£70,346	£80,929	£74,040	£114,224	£91,689	£50,476	£106,730	£68,558	£45,976	£77,597	£929,434	£860,883	£31,449	3%		
Total Net Revenue Expenditure	-£301,615	-£55,728	£54,884	£55,938	£62,184	-£213,219	-£146,597	£45,881	£95,546	£57,462	£32,293	£66,237	-£246,734	-£79,290	£167,444	211%		
EMR Movements	-£15,840	-£105,551	£1,743	£5,120	£26,034	£62,250	-£222,879	£0	£43,330	£2,500	£0	-£20,000	-£223,293	-£79,290	£0			
Total Income/Expenditure	-£285,775	£49,823	£55,141	£50,818	£36,150	-£276,469	£76,282	£45,881	£52,216	£54,962	£32,293	£86,237	-£23,441	£0				
Current Year Fund	£301,615	£357,343	£302,459	£246,821	£184,337	£397,556	£544,153	£498,272	£402,726	£345,264	£312,971	£246,734						
General Reserves	£219,517	£113,965	£115,708	£120,828	£146,882	£209,112	-£13,767	-£13,767	£28,663	£32,063	£32,063	£12,063						
General Reserves Position Months	521,132 10	471,308 9	418,167 8	367,349 7	331,199 6	606,668 12	530,386 10	484,505 9	432,289 8	377,327 7	345,034 7	258,797 5						
Total Reserves (Bank)	986,310	1,042,038	987,154	931,216	869,032	1,082,251	1,228,848	1,182,967	1,087,421	1,029,959	997,666	931,429						

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	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	£0	£0	£96,705	£56,472 +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	£0	£0	£36,521	£25,000 +RPI
317	EMR - Allotment Fencing - CIL	£10,000	£0	£2,635	£1,743	£4,200	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,421	£0
318	EMR - Coronation Hall Renovations - CIL	£10,000	£0	£0	£0	£0	£5,634	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
320	EMR - Replace Pickup Truck - CIL	£15,000	£0	£0	£0	£0	£15,000	£0	£1,866	£0	£0	£2,500	£0	£0	£0	£0	£0	£0
325	EMR - Replace Play Area Equipment - PC	£9,111	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
350	EMR - Blinds Replace / Return - PC	£83,587	£750	£0	£0	£920	£0	£45,000	£0	£0	£43,330	£0	£0	£0	£0	£0	£0	£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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
354	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£0	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
359	EMR - HR Track/Drainage	£20,000	£0	£0	£0	£0	£2,750	£17,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370	EMR - CCTV (HR) - PC	£3,152	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£1,208	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373	EMR - Southern Footpath - CIL/WCIL/S106	£47,339	£0	£123	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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	£48,646	£300	£10,715	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377	EMR - Extend Parking (PP) - CIL/WCC REFF	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378	EMR - Albany Road Play Park - S106	£29,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
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	£350	£0	£0	£2,650	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390	EMR - Stackable Chairs (JH) - PC	£5,011	£0	£5,011	£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)	£3,062	£0	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£42,889	£0	£5,778	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
395	EMR - WCC CIL Receipts 2023-24 (End 31/03/29)	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
396	EMR - SDNP CIL Receipts 2021-22 (End 31/03/27)	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/28)	£2,321	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£4,552	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£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 CIL 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	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

CIL expenditure approved at PC 08.04.25

£0 Southern Footpath Additions
£0 Southern Footpath Additions (£2,115) & Churchill Gates (£947)
£37,111 Churchill Gates

£481
£2,471
£2,321
£15,822 Malt Lane
£5,828 Beechen Stables/The White Cottage (Dundridge)
£24,800 Malt Lane £15,455.08 & Bank Street £9,344.83
£1,945
£672,631

£0

£0

£0

£0

£0

£0

£0

£0

£0

£0

£0

£0



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

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

Capital Control Report 2025-2026 (Month 3).

Finance Manager
31.7.25

Bishop's Waltham Parish Council
Capital Projects Control 2025-26
Month 3

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Funding Budget £'s	Total Precept Approved £'s	Total Actual Spend £'s	Unactioned 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	
H&G Committee Income	1099	EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		250	0	250	0	0	
	4350	Income - Asset Disposals	Not expected	0	0	0	23	0	
		Total Gross Committee Income		0	0	0	23	0	
Expenditure	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
		Bidings Replace/Returb	Jun/Sep/Dec	90,000	90,000	0	750	0	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	4,379	4,200	EMR 317
		HR Drainage	Jul	20,000	20,000	0	0	0	EMR 359
		Fencing Replacement	May	0	0	0	6,725	0	EMR 394&395 / CIL app PC 08.04.25
		Total Gross Committee Expenditures		149,250	145,000	4,250	31,326	15,332	
		EMR Movements		145,000	145,000	0	31,326	15,332	
		Total Net Committee Expenditures		4,250	0	4,250	(23)	0	
C & E Committee Income	4350	Total Gross Committee Income		0	0	0	0	0	
		Minor Assets	Oct/Mar	500	0	500	0	0	
	4350	Total Gross Committee Expenditures		500	0	500	0	0	
		EMR Movements		0	0	0	0	0	
P & H Committee Income	1339	Total Net Committee Expenditures		500	0	500	0	0	
		Grant - 20 is Plenty	Not required	40,000	0	40,000	0	0	
	4350	Total Gross Committee Income		40,000	0	40,000	0	0	
		Minor Assets	Mar	250	0	250	85	0	SID Bag
Total Parish Council	4350	Street Furniture	Oct	1,000	0	1,000	0	0	
		Sillies / Kissing Gates	Aug	800	0	800	0	0	
	4404	20 is Plenty	Not required	40,000	0	40,000	0	0	
		Total Gross Committee Expenditures		42,050	0	42,050	85	0	
Total Parish Council	4429	EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		2,050	0	2,050	85	0	
	4429	Total Parish Council Income		40,000	0	40,000	23	0	
		Total Parish Council Expenditures		192,050	145,000	47,050	31,411	15,332	
Total EMR Movements	4429	Total EMR Movements		145,000	145,000	0	31,326	15,332	
		Total Net Parish Council Expenditures		7,050	0	7,050	62	0	



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item – AGAR Assertion 10 – *for consideration*

From the 2025/26 AGAR, parish and town councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3.

Assertion 10 will not only require councils to use a council-owned domain for email and to operate an accessible website, it also explicitly requires parish and town councils to:

- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Process personal data lawfully, fairly, and in line with UK GDPR principles
- Recognise their roles as both a Data Controller and a Data Processor

But what does UK GDPR and Data Protection Act compliance mean in practice for parish and town councils?

- Carry out council-wide audits of 'personal data' the council processes, why it's held, who has access, and the council's lawful basis for processing.
- Risk assessing all of the personal data processed by the council and identifying mitigations to reduce risk to the council and data subjects.
- Having appropriate data protection and information compliance policies in place that reflect how the council operates (not what it did in 2018), including an IT Policy.
- Putting in place regular and relevant data protection training for council staff and councillors.

Proposal – To carry out a council-wide audit of 'personal data', risk assess all personal data processed by the council, confirm data protection and information compliance policies are in place and appropriate and put in place regular relevant data protection training for council staff and councillors. An example IT Policy provided by the Government Digital Service is attached for consideration also.

Finance Manager 28.7.25

Example IT Policy

[insert name] Parish Council IT Policy

1. Introduction

[insert name] parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use [insert name] parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

[insert name] parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by [insert name] parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential [insert name] parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

[insert name] parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by [insert name] parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

[insert name] parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by [insert name] parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

[insert name] parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

[insert name] parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact [insert name].

All staff and councillors are responsible for the safety and security of [insert name] parish council's IT and email systems. By adhering to this IT and Email Policy, [insert name] parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____



Bishop's Waltham Parish Council

Finance Policy & Resources Committee

5.8.25

Agenda Item – Appointment of the Internal Auditor – for consideration and approval

Please consider the attached Terms of Engagement from April Skies Accounting for the Council's Internal Audit arrangements for 2025-26.

The internal auditor will carry out two interim audits and one year end audit at a cost of £960.00 plus travel from Farnham, Surrey.

Particular consideration should be given to the effectiveness of the internal audit arrangements, the independence and competence of the internal auditor and the details of the scope of the audit.

Proposal: To approve the costs of the internal audit arrangements and consider the effectiveness of the audit arrangements, independence, and competence of the internal auditor and the details of the scope of the audit.

Finance Manager 22.7.25

Hannah Fisher

Bishops Waltham Parish Council

7 July 2025

Dear Hannah

Internal Audit 2025-26 - Terms of Engagement

I am writing to confirm terms of engagement for the 25-26 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Bishops Waltham Parish Council. April Skies Accounting is able to carry out the internal audit for the Council for 25-26 financial year at a cost of £960 plus travel from Farnham in Surrey. This covers the cost of

- Two interim audits, to be completed in, December and March
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

For 25-26 April Skies Accounting will carry out an interim audit at all councils where we are engaged for internal audit services.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: *Annual Return for Local Councils in England*

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of "Government and Accountability for Local Councils - A Practitioners Guide."

3.2 The scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We will not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council in the course of the financial year.

3.3 In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information.

4. Communication

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Bishops Waltham Parish Council. We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Bishops Waltham Parish Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.

10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Bishops Waltham Parish Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2026. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road, Farnham GU9 8BP

Bishops Waltham Parish Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Certificate of Insurance

Issue date: 22 June 2025

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	CHBS3589971XB
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2025
Policy end date	30 June 2026

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers
Group CEO, Simply Business



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item – Earmarked Reserves (EMR) Movements – *for approval*

FPR48/25 iii) Quotations for Tractor

The recommendation from the Halls and Grounds Committee was duly deliberated. As a budgeted item above £5,000.00, this appointment was further recommended by Committee then referred to Full Council for final approval. The funds for this project were considered as due from ear marked reserves but could be classed as for Albany Wood open space maintenance and draw money from that reserve. The Finance Manager would consider options and refer costing suggestions to Full Council.

Resolved: To recommend the purchase of an Iseki TG6687 67hp (with 7 front weights) tractor from

T H White at a cost of £36,457.00 excluding VAT and refer to Full Council for approval.

Proposed: Cllr Homer

Seconded: Cllr Conduct

All in favour ACTION: Executive Officer / Finance Manager

The Executive Office contacted Winchester City Council to gain confirmation that the S106 maintenance funds for Albany Wood could fund the purchase of the Tractor (Mower Deck to be considered by H&G in August), to assist the parish in maintenance of this large area of land.

Winchester City Council confirmed that after speaking with their solicitors, there would be no problem with the Parish Council using the S106 funds for this purchase.

Therefore, I propose that the funds held in EMR 330 Replace Tractors – PC £33,500 and EMR 340 Replace Topper/Mower – PC £23,500 is transferred to EMR 350 Bldings Replace/Refurb – PC to fund the cost of the Priory Park Pavillion rebuild.

When the Tractor and Mower Deck are purchased, the funds will be taken from EMR 314 Albany Wood IGOS Maintenance – S106.

Proposal – To approve the EMR movements as tabled.

Finance Manager 28.7.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item – Reinvestment of Funds – *for approval*

The 3-month fixed deposit investment will mature on 22nd August 2025.

I propose that the total matured funds of £445,100.17, with an additional £184,554.10 of funds held with Unity Trust Bank, a total of £629,654.27 are reinvested with Arbutnot Latham for a further 3 months at 3.4%.

The remaining reserves will continue to be held in an instant access savings account to allow cashflow needed for projects.

Proposal:

To approve the reinvestment of £629,654.27 with Arbutnot Latham for 3 months at 3.4%.

**Finance Manager
28/7/25**



ARBUTHNOT LATHAM

Bankers since 1833

Fixed Term Deposits for Commercial Clients (GBP)

Summary Box

Account Name	Fixed Term Deposit					
What are the interest rates?	Balance	£50,000 - £99,999			£100,000+	
	Term length	Gross annual interest rate				
	1-month	N/A			3.00%	
	2-month	N/A			3.20%	
	3-month	2.90%			3.40%	
	6-month	3.20%			3.70%	
	9-month	3.30%			3.80%	
	12-month	3.35%			3.85%	
	24-month	2.95%	AER*	2.99%	3.45%	AER* 3.51%
	<p>We calculate interest daily, which will accrue from the day that your Fixed Term Deposit account is opened and funded with the minimum account opening balance.</p> <p>We will pay interest at maturity; we will credit any interest to your nominated account held at Arbuthnot Latham.</p> <p>For the 24-month deposit, interest will be paid annually. For the first annual interest payment, this can be added to the fixed term deposit or paid to your nominated account. At maturity, interest will be paid to your nominated account.</p>					
Can Arbuthnot Latham change the interest rate?	No, the interest rate is fixed and cannot be changed during the term of your deposit.					
What would the estimated balance be at maturity based on a £50,000 and £100,000 deposit?	Balance	£50,000			£100,000	
		Balance at maturity				
	1-month	N/A			£100,247	
	2-month	N/A			£100,535	
	3-month	£50,362			£100,848	
	6-month	£50,798			£101,845	
	9-month	£51,234			£102,842	
	12-month	£51,675			£103,850	
	24-month	£52,950			£106,900	
	<p>These are illustrative examples only. They assume interest is paid at maturity except the 24-month illustration where annual interest is credited to your nominated account. Interest is rounded to the nearest pound. Please review your deposit confirmation on receipt.</p>					

How do I open and manage my account?	Fixed Term Deposit accounts are available to existing Arbuthnot Latham clients. You can open a Fixed Term Deposit account and give instructions by contacting your banker by phone or email. The minimum balance for the Fixed Term Deposit is £50,000. Our Fixed Term Deposits for Commercial Clients are applicable for Non-Personal, Micro Enterprises, Small Charities, Corporate and Non-Corporate clients.
Can I withdraw money?	At maturity, the original deposit and interest (as applicable) on your Fixed Term Deposit will be credited to your nominated account held in your name at Arbuthnot Latham. We will advise you 10 days before this date to let you know that your deposit is maturing. As this is a Fixed Term Deposit, you cannot make withdrawals, transfers or close the account during the fixed term unless there are exceptional circumstances in accordance with our Terms & Conditions. Charges and interest penalties may apply.
Additional information	Please note, we reserve the right to withdraw this product at any time. *AER is the annual equivalent rate. This illustrates what the annualised interest rate would be if it was paid and compounded during the term.

Key Information

Information provided in the summary box outlines the key features of the Fixed Term Deposit account and is not intended to be a substitute for reading the Terms & Conditions that apply to the account. You can find these on our website or ask us for a copy: www.arbuthnotlatham.co.uk/products-terms

Registered in England and Wales No. 819519. Arbuthnot Latham & Co., Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Arbuthnot Latham & Co., Limited is on the Financial Services Register under Firm Reference Number 143336.

FTDGBP(C)/ 2 June 2025



Bishop's Waltham Parish Council
Parish Council Office
The Jubilee Hall, Little Shore Lane
Bishop's Waltham
Hampshire, SO32 1ED
01489 892323

Arbuthnot Latham & Co., Limited (the **Bank**)
Arbuthnot House
7 Wilson Street
London
EC2M 2SN

12th August 2025

Dear Sirs,

Deposit Account

1. We request the bank to open a new deposit account in the following name of Bishop's Waltham Parish Council.
2. Can a minimal initial lump sum of £629,654,27 be placed on a Fixed Deposit for 3 months at an interest rate of 3.4% p.a. gross.
3. The Bank's Commercial Banking Terms and Conditions shall be applicable to the Arbuthnot Latham Current Account and we acknowledge in particular Term 2.11 (variation in interest rates), [and] Term 2.13 (fixed term deposit accounts) [and Term 2.14 (notice accounts)] of the Commercial Banking Terms and Conditions.
4. Payments made to and from the Current Account will be received from and made to our current account with Unity Trust Bank. The account details are as follows:

Bank: Unity Trust Bank
Sort Code: 60-83-01
A/C Number: 20496238
Account Name: Bishops Waltham Parish Council

5. We agree that:
 - (a) In the event of any conflict between this letter and the terms of the Commercial Banking Terms and Conditions, the terms of the Commercial Banking Terms and Conditions shall prevail;
 - (b) No variation to this letter shall be effective unless it is in writing;
 - (c) This letter shall be governed by the laws of England and Wales, and the courts of England and Wales shall have non-exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this letter or its subject matter or formation (including non-contractual disputes or claims).

.....
Signatory

.....
Signatory

Date:



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item 14 – Terms of Reference for the Staffing Sub-Committee – *for consideration*

The Terms of Reference tabled are those written and in use since 2021. A review is required to ensure that the terms are still relevant and fit for purpose.

Proposal:

To review and approve the tabled Staffing Sub-Committee terms of reference or resolve any amendments to be made.

**Executive Officer
31.7.25**

Staffing Sub-Committee Terms of Reference.

The Staffing Sub-Committee Terms of Reference were adopted by the Finance, Policy & Resources Committee at the meeting on 3.8.21.

1. Members

The Chairman of the Council, the Vice Chairman of the Council, the Chairman of the Finance, Policy & Resources Committee and the Chairman of the Halls & Grounds Committee.

2. Quorum

The quorum of the Committee shall be two Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman

The Chairman of the Council will be the Chairman of the Sub-Committee.

6. Minutes

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

7. Admission of the Public and Press

The Public and Press may not be admitted to these meetings as

"In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

8. Responsibilities

The Committee will consider all matters relating to the employment and welfare of all employees. Making relevant recommendations to the Finance, Policy & Resources Committee.

9. Specific Delegated Powers.

i. To review staffing structures and levels and make recommendations to the Finance, Policy & Resources Committee.

ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Executive Officer/RFO performance.

iii. To review staff salaries and terms of conditions and make recommendations to the Finance, Policy & Resources Committee.

iv. To appoint from its membership and other members of the F, P&R Committee, a recruitment panel when necessary and recommend appointments to the Finance, Policy & Resources Committee. Recruitment panels will normally include at least three members in the case of appointment plus the Executive Officer/Deputy Executive Office as appropriate.

v. To appoint members of the Council to act as a disciplinary panel as set out in the Council's policy and to act as an appeals panel in the case of any appeal against disciplinary action.

vi. To appoint members of the Council to hear any formal grievance.

vii. To review all Council policies that relate to staff employment on a regular basis.

viii. To ensure the Council complies with all legislative requirements relating to the employment of staff.



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item 15 – Retention of Documents – *for approval*

The National Association of Local Councils (NALC) standard 'Retention of Documents' guidance is attached for consideration and approval. A review is required to ensure that the procedure is still relevant and fit for purpose.

Proposal:

To review and approve the tabled Retention of Documents procedure or resolve any amendments to be made.

**Executive Officer
31.7.25**

This advice note was written by our in-house solicitors and last updated on 3 August 2022.

The information and commentary in the note do not constitute legal advice for any individual case or matter. For specific advice on your circumstances, we strongly encourage you to seek tailored legal advice.

Introduction

Information about local council documentation is contained in Chapter 11 of Arnold-Baker on Local Council Administration. This advice note is intended to update and supplement that information, with reference to the length of time documents should be retained by local councils. Many documents are now only held electronically, so the same arrangements for keeping records and copies should be applied to an electronic document as for a paper document. An electronic document can be signed by the relevant person typing their name on it. Documents that have specific requirements, such as witnesses to a deed, must comply with those requirements when in electronic form.

Financial returns and accounts

NALC's Model Financial Regulations (England and Wales) contain information on council audit and accounting requirements.

Retention of documents

Documents and records should be retained until they are no longer needed. The Annex to this Note contains a table containing the appropriate minimum retention periods for the most important documents for audit and other purposes, such as staff management, tax liabilities, cemetery management and the possibility of legal disputes and legal proceedings. If in doubt, document(s) should be retained until legal advice has been received.

Planning papers

Where planning permission is granted, the planning application, any plans, and the decision letter should normally be retained until the development has been completed. Where planning permission is granted on appeal, a copy of the appeal decision should also be retained. It may sometimes be sensible to retain an appeal decision indefinitely because of wider implications (e.g. the decision may set a precedent for other developments in the locality). Where planning permission is refused, the papers should be retained until the appeal period has expired. If an appeal is made and dismissed, the decision letter may be worth retaining against further applications relating to the same site.

Copies of local plans and similar documents should be retained as long as they are in force. Councils are encouraged to use electronic copies of planning documents, which are widely accessible and available via the planning portal or their local planning authority's website.

Insurance policies

All insurance policies should be kept for as long as it is possible for a claim to be made under them. Irrespective of how long policies and correspondence are retained, the recommendation is that councils ensure that they keep a permanent record of insurance company names and policy numbers for all insured risks. The certificate of employers' liability insurance must be prominently displayed throughout the period of cover. Alternatively, councils can make the certificate available electronically to all employees (Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998).

Information from other bodies

Documents such as circulars, etc. from county associations, NALC and other bodies (e.g. principal authorities) should be retained for as long as is useful and relevant.

Magazines, journals and other publications

A council may want to keep its own publications (e.g. newsletters) permanently for archive purposes. Journals published by others (e.g. local government news journals and magazines) should be retained as long as they are useful and relevant.

The Legal Deposit Libraries Act 2003 (the 2003 Act) and the Legal Deposit Libraries (Non-Print Works) Regulations 2013 (the 2013 Regulations) require anybody who after 1 February 2004 has published works in print or after 6 April 2013 has published electronic works offline, to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). (Offline publication includes documents on CD, USB drive, and similar). Electronic works published online after 6 April 2013 only must be delivered to the British Library if requested. The British Library holds books, periodicals, manuscripts and other publications for reference, study, and information. Printed and electronic works, as defined by the 2003 Act, include those published by a local council (or a parish or community meeting without a separate parish or community council), including a pamphlet, magazine, newspaper, map, plan, chart or table. Some other deposit libraries are entitled to copies of works if they request them, but it is unlikely that they will request documents from local councils. More information about depositing printed materials with the **British Library** can be found on their website.

Correspondence

If related to audit matters, correspondence should be kept for the appropriate period specified in the Annex. In planning matters, correspondence should be retained for the same period as suggested for other planning papers. For other correspondence (unless relating to staff), no firm guidelines can be laid down.

Documentation relating to staff

Such documents should be kept securely and in accordance with the data protection principles contained in data protection legislation. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose for which it was held. However, even after an employment relationship has ended, or in some cases, when there is no employment relationship, a council may need to retain and access records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. Such claims could be made, for example, by job applicants, so records of the selection process will need to be retained. The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question or failing that by reference to the Limitation Act 1980 (as amended).

Local and historical information

The Local Government (Records) Act 1962 provides that parish councils (and parish meetings in parishes without a separate parish council) may acquire records of local interest and accept gifts or records of general and local interest to promote the use of such records (defined as materials in written or other form setting out facts or events or otherwise recording information).

Arrangements for the deposit, storage and management of documents

In accordance with section 227 of the Local Government Act 1972 (the 1972 Act), if a parish council requests the district council in which the parish is situated or a community council in Wales requests the county or county borough council in which the community is situated, the relevant principal authority must provide proper depositories for all the specified papers (defined as public books, writings, council papers and all documents directed by law to be kept) belonging to the parish or community for which there is no other provision. (In the case of a parish or community not having a separate parish or community council, the council of the district in which the parish or the county or county borough council in which the community is situated must provide proper depositories for all the specified papers under the control of the parish meeting or belonging to the community but in England only with the consent of the parish meeting). Documents of local and or historical importance, if not retained and stored by a local council, with or without reliance on the

provisions of section 227 of the 1972 Act, should be offered first to the county record office if there is one. The county archivist there will always be willing to advise on which records should be permanently preserved.

Local councils (and parish or community meetings of parishes or communities without a separate council) are advised to implement the system(s) of paper and electronic records management (including those records retained for audit purposes reviewed annually by a council's internal auditor). Such systems should ensure the storage and security of, access to and disposal of both paper and electronic records. It is essential that any such system(s) (and policies) relating to record management include an annual review of the records themselves and also the effectiveness of such systems(s) (and policies).

Retention of documents for legal purposes

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies depending on the type of claim in question. The information (category/limitation period) below sets out the limitation periods for the different categories of claims. The reference to 'category' refers to claims brought in respect of that category.

- Negligence (and other torts except for personal injury) — Six years
- Personal injury — Three years
- Defamation — One year
- Contract — Six years
- Leases — 12 years
- Sums recoverable by statute — Six years
- To recover land — 12 years
- Rent — Six years
- Breach of trust — None

Where the limitation periods above are longer than other periods specified in this Note, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. Rent arrears, for example, could fall within the following three categories (depending on the circumstances):

1. Contract (six years) — Because all tenancies and leases are contracts.
2. Leases (12 years) — If the arrears are due under a lease.
3. Rent (six years) — If the arrears are due under a tenancy (and not a lease).

In these circumstances, NALC advises that the relevant documentation should be kept for the longest of the three limitation periods.

The same principles apply in the case of debts. If the debt arises under a simple contract, the limitation period will be six years, but if the debt arises under a lease, the limitation period will be 12 years (unless it relates to rent, in which case the limitation period will be six years). A final complication relates to sums due under leases, which are 'reserved as rent'. Sometimes, for example, service charges are expressed to be payable as 'additional rent'. The limitation period for service charges in those circumstances will be six years – even though the sums are due under a lease.

As there is no limitation period in respect of trusts, councils should never destroy trust deeds and schemes and other similar documentation.

For the sake of completeness, it should be noted that some limitation periods can be extended. Examples include:

- Where individuals do not become aware of damage until a later date (e.g. in the case of disease).
- Where damage is hidden (e.g. to a building).
- Where a person is a child or suffers from a mental incapacity.
- Where there has been a mistake by both parties or
- Where one party has defrauded another or concealed facts.

In such circumstances, individual councils will need to weigh (i) the costs of storing relevant documents and (ii) the risks of:

- Claims being made.
- The value of the claims.
- The inability to defend any claims made should relevant documentation be destroyed.

It hardly needs to be said that the higher the value of a contract or the higher the risk or value of a claim being made, the more likely it is that, the greater expense/ inconvenience of storing documents for longer periods can be justified. It may be possible to have documents kept electronically to reduce the cost of storage space. Councils should also confirm the precise wording of any insurance policies they have to ensure that they comply with any terms they contain in respect of the retention of documents and information. Advice should be sought from the insurers if there is any doubt.

Data Protection and Freedom of Information Considerations

The Code of Practice on the Management of Records issued under section 46 of the Freedom of Information Act 2000 applies to public authorities and also bodies which are subject to the Public Records Act 1958 (the 1958 Act). Although local councils are not subject to the 1958 Act, they should familiarise themselves with the contents of the **Code of Practice** so they can formulate their own system of records management.

Annexe one: Retention of documents required for the audit of parish and town councils (following)

Annexe one: Retention of documents required for the audit of parish and town councils

Document	Minimum retention period	Reason
Minute books	Indefinite	Archive
Scales of fees and charges	Six years	Management
Receipt and payment account(s)	Indefinite	Archive
Receipt books of all kinds	Six years	VAT
Bank statements, including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	Six years	Limitation Act 1980 (as amended)
Paid invoices	Six years	VAT
Paid cheques	Six years	Limitation Act 1980 (as amended)
VAT records	Six years generally but 20 years for VAT on rents	VAT
Petty cash, postage, and telephone books	Six years	Tax, VAT, and Limitation Act 1980 (as amended)
Timesheets	Three years (or last completed audit year)	Audit (requirement) and personal injury (best practice)
Wages books	12 years	Superannuation
Insurance policies	As long as a claim can be made under it	Management and legal proceedings
Certificates for Insurance against liability for employees	Indefinitely	Future claims
Investments	Indefinite	Audit and management
Title deeds, leases, agreements, contracts	Indefinite	Audit and management
Members allowances register	Six years	Tax and Limitation Act 1980 (as amended)
For halls, centre, and recreation grounds:		
Application to hire lettings diaries copies of bills to hires record of tickets issue	Six years	VAT
For allotments:		
Register and plans	Indefinite	Audit and management

For burial grounds:

Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial.

Indefinite

Archives and Local
Authorities Cemeteries
Order 1977 (Sl. 204)



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

5.8.25

Agenda Item 16 – Health and Safety Policies – *for approval*

The Portfolio of Health and Safety Policies created for BWPC by our H&S consultant, Solent Safety Services Ltd, is available from the office for approval. *(It is too large a file for inclusion in the papers).*

A review is required to ensure that the policies are still relevant, fit for purpose.

The renewal of the Health and Safety Consultancy Services (Solent Safety Services Limited) is due at a cost of approximately £475 per annum.

Proposal:

- i) To review and approve the Portfolio of Health and Safety Policies or resolve any amendments to be made.**
- ii) To approve the renewal of the Health and Safety Consultancy Services for 2025/26**

**Executive Officer
31.7.25**