



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 7th October 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 agenda items.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 2nd September 2025
6. Actions arising from the minutes of the meeting of 2nd September 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 5 – *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 2024/25 – *for consideration*
11. Parish Council Budget Setting 2026-27 – *for consideration*
12. Requests for future agenda items - *for information only*
13. Date of next meeting – 4th November 2025
14. 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.**
15. Debtors' List - *for consideration*
16. Remedial Works to Priory Park Clubhouse Showers - *for ratification*
17. Additional Dual-Use Bin at the Jubilee Hall Added to Current Service Contract - *for ratification*
18. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
26.9.25



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 2nd September 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	

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR81/25 To receive and accept apologies for non-attendance

Cllr Conduct – family commitments
Cllr Homer – work commitments (arrived at 7:07pm)
Cllr Williams – work commitments

Resolved: To note no apologies for non-attendance

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

FPR82/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.

FPR83/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.

FPR84/25 Public Session
No members of the public present.

FPR85/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th August 2025
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th August 2025
Proposed: Cllr Marsh
Seconded: Cllr Webb
All in favour who were at the meeting of 5th August 2025

FPR86/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th August 2025
The Executive Officer provided updates on actions in progress.
The movement of ear marked reserves had been completed as had correspondence relating to Flowplates. The insurance was in place for the annual hedge cutting due this month. The need for a new health and safety consultant was noted as a future agenda item.

FPR87/25 Report from Finance Manager
Noted.

Cllr Homer arrived at 7:07pm

- FPR88/25** **Finance matters:**
i) **Payments Schedule**
Resolved: to approve the payments tabled to a total amount of £71,794.33.
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour
- ii) **Bank Account Reconciliation Month 4**
Resolved: to note the review of the Bank Account Reconciliations Month 4 by the Chairman.
Proposed: Cllr Jones
Seconded: Cllr Webb
All in favour
- iii) **Parish Council Balance Sheet**
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour
- iv) **Income and Expenditure Forecast**
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour
- v) **Ear Marked Reserves**
Noted.
- FPR89/25** **Capital Control Report**
Noted.
- FPR90/25** **Parish Council Budget Setting 2026-27**
The Finance Manager reminded the Committee of the usual timeframe for budget setting.
Resolved:
i) **To advise the Committees of the timeline for budget setting.**
ii) **All Salaries and their associated costs will be recommended to the F,P&R Committee by the Staffing Sub-Committee.**
iii) **Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.**
iv) **To agree the working group for this Committee as Cllr Jones, Cllr Homer, the Finance Manager and Committee Clerk, and to arrange date for the first meeting.**
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour **ACTION: Finance Manager / Executive Officer**
- FPR91/25** **Purchase of Software**
The paper tabled was duly considered.
Resolved: To approve the purchase of an annual starter plan for Loomly at a cost of £285.06 and a starter plan for Flipping Books at a cost of £38 per month.
Proposed: Cllr Jones
Seconded: Cllr Webb
All in favour **ACTION: Finance Manager/ MC&E Manager**
- FPR92/25** **Requests for future agenda items**
New Health and Safety Consultant – quotations and contracts
Draft Budget Plan for FP&R
- FPR93/25** **Date of next meeting – Tuesday 7th October 2025**
Noted.

- FPR94/25** **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.
- FPR95/25** **Debtors' List**
The Finance manager reported back on the list tabled and noted as all in hand.
- FPR96/25** **Well House - Update**
The update provided was noted with the next visit to progress the sale recorded as on 3.9.25.
- FPR97/25** **South Pond Fishing Rights Lease – Lease Renewal and Quotation for Legal Fees**
The paper tabled was discussed but an estimation of maintenance costs for the next lease period was requested. It was acknowledged that the South Pond was a popular amenity feature for the community but the usage for fishing was queried in line with high costs of pond maintenance. It was suggested that the Fishing Club attend a meeting to share maintenance costs anticipated and provide details on club membership. The matter was to be deferred and referred to full Council for further deliberation.
ACTION: Schedule a meeting with Bishop's Waltham Parish Fishing Club
ACTION: Executive Officer
- FPR98/25** **Quotations for Remedial Work to Southern Shared Pathway in Priory Park**
The quotations were duly considered.
Resolved: To recommend to Full Council to approve the appointment of Infinity Playgrounds Ltd to undertake the repair to the last remaining damaged section of the Southern Shared Pathway in Priory Park at a cost of £3,990.04, excluding VAT.
Proposed: Cllr Webb
Seconded: Cllr Nicholson
All in favour. **ACTION: Executive Officer**
- FPR99/25** **Quotations for the Purchase of a New Mowing Deck**
The matter was tabled was much deliberation.
Resolved: To recommend to Full Council to approve the purchase of a Trimax Procut 237 Roller Mower be purchased from Mike Garwood Ltd at a cost of £9,300.00, excluding VAT, conditional upon confirmation of a comparable warranty period.
Proposed: Cllr Jones
Seconded: Cllr Marsh
3 in favour, 1 abstention, 1 objection **ACTION: Executive Officer**
- FPR100/25** **Staffing Matters**
The papers tabled were duly considered.
Resolved:
i) **To schedule a Staffing Sub-Committee meeting for September**
ii) **To defer the matter of Sunday work duties until March 2026**
iii) **To approve costs tabled**
Proposed: Cllr Jones
Seconded: Cllr Webb
All in favour **ACTION: Executive Officer/Finance Manager**

There being no further business the meeting ended at 8:10pm.

Bishops Waltham Parish Council
Finance, Policy and Resources Committee
Actions Arising from the Committee Meeting 2.9.25

Minute Number	Subject	Action	Date for completion	Action by	Notes
FPR256/22	Leases update	To check leases for third party claim guidance	Jul-23	EO/FM	
FPR184/24	Morley Drive Land	To refer to PC - valuations To write letter to residents	Feb-25	EO	PC14.1.25
FPR212/24, FPR74/25	Land Transfers - Bishop's Meadow	To progress next steps	Jul-25	KJ/JW	Agenda item 6.5.25
FPR212/24, FPR74/25	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.
FPR61/25	AGAR Assertion 10	To carry out an audit and related training	Nov-25	FM/EO	In progress
FPR66/25	Retention of Documents	To circulate	Sep-25	EO	
FPR67/25	Health and Safety Policies	To revert to consultant to update	Oct-25	EO	
FPR67/25	H&S Consultancy	To confirm cost for approval	Sep-25	EO	New consultant to be sought
FPR72/25	Flowplates Order	To pursue debt and report to TS	Complete	FM	
FPR72/25	Flowplates Order	To refer back to H&G to reorder	Sep-25	EM	Trial piece in place
FPR77/25	Hedge cutting 2025	To hire and check insurance	Complete	EM/FM/EO	
FPR90/25	Budget Setting	To schedule meeting	Complete	FM/EO/ KJ/MH	
FPR91/25	New software	To purchase new software	Oct-25	FM/MCEM	
FPR97/25	South Pond	To schedule meeting with BWPFC	Oct-25	EO	
FPR98/25	Southern Shared Pathway	To refer to PC	Complete	EO	
FPR99/25	New Mowing Deck	To refer to PC	Complete	EO	
FPR100/25	Staffing Sub-Committee	To schedule meeting	Complete	EO	One held; more to follow



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.10.25

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

Any arising matters, outside of agenda items already included in the meeting papers pack, will be provided verbally this month.

Finance Manager 26.9.25



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.10.25

Agenda Item 8 – Finance Matters – *for consideration*

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 5 – *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 26.9.25

i) Payments Schedule

– *to approve payments*

Supplier A/c Name	Invoice Date	Due Date	Invoice Number	Net Value	VAT	Invoice Total	UAT	Invoice Description	Approved	Pay By	Due	Comments
1stKLAS	31/08/2025	21/09/2025	INV-22917	£324.00	£64.80	£388.80	4282	250 PP Cleaning Aug 25	Yes	BT	19.09.25	
ACELUFT	27/08/2025	30/09/2025	208041	£486.00	£97.20	£583.20	4274	280 GS Skip Exchange Aug 25	Yes	BT	30.09.25	
ACELUFT	09/07/2025	30/08/2025	203478	£486.00	£97.20	£583.20	4274	280 GS Skip Exchange Jul 25	Yes	BT	12.09.25	
AMAZON	09/09/2025		490510266	£9.98	£1.99	£11.97	4025	100 Wireless Mouse	Yes	BC		
AMAZON	09/09/2025		RWJ5VI	£10.82	£2.17	£12.99	4309	230 Air Freshner	Yes	BC		
AMAZON	10/09/2025		PR241YZI	£4.83	£0.97	£5.80	4309	200 Liquid Soap	Yes	BC		
AMAZON	25/08/2025		MZKAUEJI	£163.42	£32.68	£196.10	4350	499 Velocity Speed Gun	Yes	BC		
AMAZON	23/09/2025		W91GZ1	£8.70	£1.74	£10.44	4309	230 Hoover Hose	Yes	BC		
APM	28/08/2025	15/09/2025	536387	£108.25	£21.65	£129.90	4310	200 Gloves/Fire Set/Nut/Screw/Rake	Yes	BT	15.09.25	
APM	22/09/2025	15/10/2025	538216	£30.90	£6.18	£37.08	4312	200 Threadlock/Stud & Bearing	Yes	BT		
AXIS ARCHI	05/08/2025	05/08/2025	3768	£4,600.00	£920.00	£1,920.00	4414	299 Architectural Services	Yes	BT	12.09.25	EMR 350
BDO LLP	09/09/2025	23/09/2025	INV-00732623	£1,680.00	£336.00	£2,016.00	4095	100 External Audit to 31/03/25	Yes	BT	23.09.25	
BOBS/OBS	18/09/2025	18/09/2025	B132/2025/26	£78.19	£0.00	£78.19	4253	260 JH Repair Fire Doors	Yes	BT	26.09.25	
BOBS/OBS	23/09/2025	23/09/2025	B133/2025/26	£485.18	£0.00	£485.18	4329	200 HR Fencing Replacement	Yes	BT	26.09.25	
BOBS/OBS	25/09/2025	25/09/2025	B134/2025/26	£104.68	£0.00	£104.68	4253	Various CH Toilet Tiling / DS Boxing	Yes	BT	26.09.25	
BUSINESS STREAM	25/09/2025	09/10/2025	2767957/8862788	£783.49	£0.00	£783.49	4345	250 JH Water 25/06-24/09/25	Yes	DD	05.09.25	
BWMS	30/08/2025	30/08/2025	30thAugust2025	£80.00	£0.00	£80.00	4344	400 Refurb Listening Bench	Yes	BT	05.09.25	
BW TREE SURGEONS	04/09/2025	04/09/2025	0240	£220.00	£44.00	£264.00	4270	200 HR clear Willow	Yes	BT	05.09.25	
COMMERCIAL	01/08/2025	01/09/2025	1721	£56.25	£11.25	£67.50	4277	Various JH/CH Water Monitoring Jul 25	Yes	BT	05.09.25	
COMMERCIAL	01/08/2025	01/09/2025	1722	£56.25	£11.25	£67.50	4277	Various HR/GS Water Monitoring Jul 25	Yes	BT	05.09.25	
COMMERCIAL	01/08/2025	01/09/2025	1723	£56.25	£11.25	£67.50	4277	250 PP Water Monitoring Jul 25	Yes	BT	05.09.25	
COMMERCIAL	18/08/2025	18/09/2025	1794	£56.25	£11.25	£67.50	4277	Various JH/CH Water Monitoring Aug 25	Yes	BT	26.09.25	
COMMERCIAL	18/08/2025	18/09/2025	1795	£56.25	£11.25	£67.50	4277	Various HR/GS Water Monitoring Aug 25	Yes	BT	26.09.25	
COMMERCIAL	09/09/2025	30/09/2025	1795-1	£192.00	£38.40	£230.40	4277	240 HR Legionella Sampling	Yes	BT	26.09.25	
COMMERCIAL	28/08/2025	28/09/2025	1796	£184.25	£36.85	£221.10	4277	250 PP Legionella Sampling	Yes	BT	26.09.25	
CPC	24/08/2025	24/09/2025	6136262	£35.06	£7.01	£42.07	4350	299 Handheld Microphone	Yes	BC		
CULL	29/09/2025	29/09/2025	16662	£280.00	£56.00	£336.00	4280	290 Cut and collect grass PM	Yes	BT		
CVC	28/09/2025	28/09/2025	JH 0925	£130.00	£0.00	£130.00	4281	Various Window Cleaning Aug 25	Yes	BT		
DIGI TOOLBOX	10/09/2025	24/09/2025	7899105	£989.01	£197.80	£1,186.81	4044	100 IT/Telecoms Support/Service	Yes	DD	22.09.25	
EDF	11/09/2025	25/09/2025	25060326	£259.18	£12.96	£272.14	4344	260 JH Gas 01/08-31/08/25	Yes	DD	25.09.25	
ELLIOTS	01/09/2025	30/09/2025	59553175	£1.47	£0.29	£1.76	4310	200 Gutter Bolts	Yes	BT	30.09.25	
ELLIOTS	29/09/2025	31/10/2025	59583889	£23.39	£4.68	£28.07	4312	200 Post Mix	Yes	BT		
ENGIE GAS LTD	23/09/2025	23/09/2025	1-01802510	£93.49	£4.67	£98.16	4344	250 PP Gas 01/08-31/08/25	Yes	DD	23.09.25	
FISHER	15/09/2025	30/09/2025	HFEXPSEP25	£3.60	£0.00	£3.60	4035	100 Postage	Yes	BT	26.09.25	
FORWARD	01/09/2025	30/09/2025	9434	£17.58	£1.50	£19.08	4007	100 Travel Expenses	Yes	BT		
FORWARD	16/09/2025	30/09/2025	9451	£73.00	£14.60	£87.60	4332	260 JH Security Sep 25	Yes	BT	30.09.25	
FORWARD	16/09/2025	30/09/2025	9450	£40.00	£8.00	£48.00	4332	240 HR Security Sep 25	Yes	BT	30.09.25	
FUELGEMIE	01/09/2025	15/09/2025	12078184	£432.10	£86.41	£518.51	Various	200 Fuel card charges Aug 25	Yes	DD	16.09.25	
FUNKSYSTEMS	22/07/2025	29/07/2025	001	£200.00	£0.00	£200.00	4201	310 Technical/Equipment Hire	Yes	BT	29.08.25	
GEAR4MUSIC	23/09/2025	23/09/2025	W12339428	£118.33	£23.66	£141.99	4350	299 Handheld Microphone	Yes	BC		
HANTS CC	12/09/2025	10/10/2025	58329025	£74.59	£14.92	£89.51	4309	230 Cleaning supplies	Yes	BT		
HEARDWJ	22/09/2025	22/10/2025	201730	£327.19	£54.47	£381.66	4306	200 VG11 HKF MOT	Yes	BT		
HMCOURTS	11/08/2025	11/08/2025	705MC468	£115.00	£0.00	£115.00	4100	105 Claim against Flow Plates	Yes	BC		
IANINFORD	19/09/2025	19/09/2025	19/09/2025*	£1,305.00	£0.00	£1,305.00	4487	299 JH Ruby Room Decoration	Yes	BT	26.09.25	EMR 379
IDVERDE	26/09/2025	26/10/2025	10951181	£1,665.86	£333.17	£1,999.03	4276	105 Dog Waste Bins Jul-Sep 25	Yes	BT		
Inter Account Transfer	22/08/2025		20496241	£5,000.00	£0.00	£5,000.00	N/A	N/A Supplier payments	Yes	IAT	22.08.25	
Inter Account Transfer	28/08/2025		20496241	£3,000.00	£0.00	£3,000.00	N/A	N/A Supplier payments	Yes	IAT	22.08.25	
Inter Account Transfer	28/08/2025		20496238	£3,000.00	£0.00	£3,000.00	N/A	N/A Payroll - Aug 25	Yes	IAT	28.08.25	
Inter Account Transfer	29/08/2025		20496238	£10,000.00	£0.00	£10,000.00	N/A	N/A Payroll - Aug 25	Yes	IAT	28.08.25	
Inter Account Transfer	29/08/2025		20496241	£10,000.00	£0.00	£10,000.00	N/A	N/A Supplier payments	Yes	IAT	29.08.25	
Inter Account Transfer	05/09/2025		20496238	£313,218.50	£0.00	£313,218.50	N/A	N/A Transfer precept to savings	Yes	IAT	05.09.25	
Inter Account Transfer	12/09/2025		20496238	£23,000.00	£0.00	£23,000.00	N/A	N/A Transfer precept to savings	Yes	IAT	12.09.25	
Inter Account Transfer	12/09/2025		20496241	£23,000.00	£0.00	£23,000.00	N/A	N/A Supplier payments	Yes	IAT	12.09.25	
Inter Account Transfer	25/09/2025		20496241	£36,170.71	£0.00	£36,170.71	N/A	N/A Payroll - Sep 25	Yes	IAT	25.09.25	
Inter Account Transfer	25/09/2025		20496238	£36,170.71	£0.00	£36,170.71	N/A	N/A Payroll - Sep 25	Yes	IAT	25.09.25	
Inter Account Transfer	26/09/2025		20496241	£6,000.00	£0.00	£6,000.00	N/A	N/A Supplier Payments	Yes	IAT	26.09.25	
Inter Account Transfer	26/09/2025		20496238	£6,000.00	£0.00	£6,000.00	N/A	N/A Supplier Payments	Yes	IAT	26.09.25	
MANDB	18/09/2025	07/10/2025	INV-0056	£1,050.00	£210.00	£1,260.00	4421	299 JH Car Park Relining	Yes	IAT	26.09.25	EMR 356
MARMAX	11/09/2025	30/10/2025	INV054631	£545.50	£109.10	£654.60	4324	400 6 x Brown Planks (Bus Shelter)	Yes	BT	02.10.25	
MACDONALD	11/09/2025	11/09/2025	DPS-52:BIS025	£7,000.00	£1,400.00	£8,400.00	4100	105 Counsel Fees	Yes	BT	12.09.25	
MACDONALD	29/09/2025	29/09/2025	DPS-52:BIS025	£4,000.00	£0.00	£4,000.00	4100	105 Legal Fees	Yes	BT		

MCDONALD	30/09/2025	28/10/2025	DPS52-BJS025	£12,540.00	£2,508.00	£15,048.00	4100	105 Employment Law Advice to 30/09	Yes		BT	
MCKENZIE	16/09/2025	16/09/2025	EMEXPSEP25	£60.30	£0.00	£60.30	4007	100 Travel Expenses	Yes		BT	26.09.25
NETWORK MERCHANTS	31/08/2025	30/09/2025	INV106906	£156.00	£31.20	£187.20	4150	261 JHCP Card Charges Aug 25	Yes		DD	
OCTOPUS ENERGY	08/09/2025	07/10/2025	KI-0468ADAZ/00112	£36.42	£1.83	£38.25	Various	270 WH Gas & Electric 01/08-31/08/25	Yes		BT	07.10.25
ORIGIN AMENITY SOLUT	10/09/2025	31/10/2025	OAS10166150	£685.00	£133.00	£798.00	4319	200 Impact Pro 10L Drum	Yes		BT	
PAYROLL	30/09/2025	30/09/2025	N/A	£26,490.01	£0.00	£26,490.01	N/A	515 Basic Salary Payments - Sep 25	Yes		BT	30.09.25
PAYROLL	30/09/2025	30/09/2025	N/A	£3,296.60	£0.00	£3,296.60	N/A	516 Co. NIC Payments - Sep 25			BT	30.09.25
PAYROLL	30/09/2025	30/09/2025	N/A	£1,129.90	£0.00	£1,129.90	N/A	517 Overtime Payments - Sep 25			BT	30.09.25
PETERCROSSWELL	30/09/2025	24/10/2025	PCA026 2075-26	£5,254.20	£0.00	£5,254.20	N/A	520 Co. Pension Payments - Sep 25			BT	30.09.25
POLICE SUPPLIES	09/09/2025	09/09/2025	122468	£2,482.56	£496.51	£2,979.07	4290	200 Tractor & Hedgecutter Hire	Yes		BT	30.09.25
REGAL ENV	25/09/2025	25/10/2025	INV-8516	£70.37	£14.08	£84.45	4141	100 ACSO Safety Boots			BC	30.09.25
REGAL ENV	25/09/2025	25/10/2025	INV-8517	£160.00	£32.00	£192.00	4279	250 PP Showers check	Yes		BT	
RICOH	03/09/2025	02/10/2025	102735161	£302.98	£60.59	£363.57	4030	275 CH Faulty Boiler	Yes		BT	
SAFETYSIGNS&NOT	02/09/2025	02/09/2025	SSAN-103778	£36.11	£7.22	£43.33	4313	100 Photocopier contract 01/09-30/11/25	Yes		BT	02.10.25
SCREWFIX	07/08/2025	30/09/2025	2006257847	£7.07	£1.42	£8.49	4311	200 Disabled badge holders only sign	Yes		BC	30.09.25
SCREWFIX	11/08/2025	30/09/2025	2006330848	£7.63	£1.53	£9.16	4141	230 Combi Padlock	Yes		BT	30.09.25
SCREWFIX	21/08/2025	30/09/2025	2006571385	£52.80	£10.56	£63.36	4310	100 Ear Defenders/Overspeacs	Yes		BT	30.09.25
SCREWFIX	26/08/2025	30/09/2025	2006646335	£32.32	£0.67	£32.99	4141	200 Natural Cable Tie	Yes		BT	30.09.25
SSE ENERGY SOLUTIONS	08/09/2025	22/09/2025	IV03445863	£26.94	£1.35	£28.29	4343	100 Valved Mask	Yes		BT	30.09.25
SSE ENERGY SOLUTIONS	08/09/2025	22/09/2025	IV03436214	£180.52	£9.03	£189.55	4343	261 JHCP Electric 01/08-31/08/25	Yes		DD	22.09.25
SSE ENERGY SOLUTIONS	12/09/2025	12/09/2025	CN00863238	-£129.20	-£6.46	-£135.66	4343	275 CH Electric 01/08-31/08/25	Yes		BT	26.09.25
SSE ENERGY SOLUTIONS	12/09/2025	26/09/2025	IV03464084	£100.45	£5.02	£105.47	4344	260 JH Electric 29/04-31/07/25	Yes		N/A	
SURVEYMONKEY	23/09/2025	23/09/2025	47143444	£330.00	£66.00	£396.00	4042	275 CH Gas 01/08-31/08/25	Yes		BT	26.09.25
THE RAMP PEOPLE	09/09/2025	09/09/2025	SL-343370	£975.00	£195.00	£1,170.00	4421	100 Survey Monkey Annual Plan	Yes		BC	
UNITYTRUST	31/08/2025	30/09/2025	22	£6.00	£0.00	£6.00	4161	299 Directional Flow Plates x 5	Yes		BT	12.09.25
UNITYTRUST	17/09/2025	30/09/2025		£10.20	£0.00	£10.20	4161	100 Service Charge - Aug 25			N/A	EMR 356
VECK	15/09/2025	15/09/2025	TVEXPSEP25	£24.26	£0.92	£25.18	Various	100 Cash & Check Services			N/A	
VECK	25/09/2025	28/09/2025	TVEXPSEP251	£33.72	£6.75	£40.47	4310	Various Key cutting and refreshments	Yes		BT	26.09.25
VEQUA 2	31/08/2025	30/09/2025	POR1595160	£105.40	£21.08	£126.48	4275	200 Net Pegs	Yes		BT	
VIKING DIR	26/09/2025	26/10/2025	6386468	£73.87	£8.37	£82.19	4025	Various JH&PP Trade Waste 01/08-31/08/25	Yes		DD	
WCC	05/09/2025	05/09/2025	WH SEP 25	£334.00	£0.00	£334.00	4341	100 Office supplies	Yes		BT	
WCC	05/09/2025	05/09/2025	JHQP SEP 25	£536.00	£0.00	£536.00	4341	270 Business Rates	Yes		DD	05.09.25
WCC	05/09/2025	05/09/2025	HR SEP 25	£74.00	£0.00	£74.00	4341	261 Business Rates	Yes		DD	05.09.25
WCC	05/09/2025	05/09/2025	JH SEP 25	£919.00	£0.00	£919.00	4341	240 Business Rates	Yes		DD	05.09.25
WCC	05/09/2025	05/09/2025	PP SEP 25	£254.00	£0.00	£254.00	4341	260 Business Rates	Yes		DD	05.09.25
WCC	23/09/2025	23/10/2025	783	£2,405.99	£0.00	£2,405.99	4272	250 Business Rates	Yes		DD	05.09.25
WHEATLEY	03/09/2025	03/09/2025	330	£722.00	£122.40	£866.40	4424	105 Public Conveniences 24/25	Yes		BT	
ZURICH MUNICIPAL	26/08/2025	26/08/2025	547761059	£280.02	£0.00	£280.02	4156	299 CH Toilet Decoration	Yes		BT	05.09.25
Total				£86,284.73		£93,761.29		105 Add OY23 TVT Tractor	Yes		BT	29.08.25

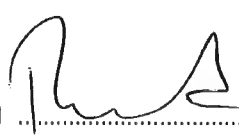
All invoices listed have been examined, verified and certified by the Finance Manager (RFO)

- ii) Bank Account Reconciliations Month 5
 - *to note the review by the Chairman.*

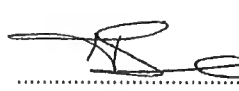
Bank Reconciliation Statement as at 31/08/2025
for Cashbook 9 - Barclaycard Commercial

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	31/08/2025		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 T. CONDUCT Signed  Date 22.09.2025

Signatory 2:

Name H. FISHER Signed  Date 22/09/25

Date: 09/09/2025

Bishop's Waltham Parish Council

Page 1

Time: 14:45

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 10 - A&L 3m Fixed Term Deposit A/c

User: HLF

<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	31/08/2025		629,654.27
			<u>629,654.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			629,654.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			629,654.27
		Balance per Cash Book is :-	629,654.27
		Difference is :-	0.00

Signatory 1:

Name T. CONNOLLY Signed [Signature] Date 22-09-2025

Signatory 2:

Name H. FISHER Signed [Signature] Date 22/09/25

Date: 09/09/2025

Bishop's Waltham Parish Council

Page 1

Time: 14:37

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		12,458.78
			<u>12,458.78</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			12,458.78
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			12,458.78
		Balance per Cash Book is :-	12,458.78
		Difference is :-	0.00

Signatory 1:

Name T. CONQUET Signed [Signature] Date 22.09.2025

Signatory 2:

Name H. FISHER Signed [Signature] Date 22/09/25

Date: 09/09/2025

Bishop's Waltham Parish Council

Page 1

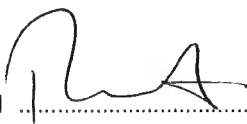
Time: 14:38

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		83,290.48
			<u>83,290.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,290.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,290.48
		Balance per Cash Book is :-	83,290.48
		Difference is :-	0.00

Signatory 1:

Name T. CONQUEST Signed  Date 22-09-2025

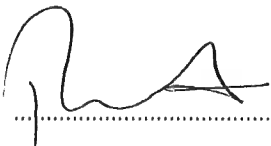
Signatory 2:

Name H. FISHER Signed  Date 22/09/25

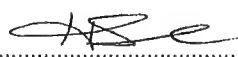
Bank Reconciliation Statement as at 31/08/2025
for Cashbook 13 - Unity Savings ****6254

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Savings 20496254	31/08/2025		150,000.00
			<u>150,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			150,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			150,000.00
		Balance per Cash Book is :-	150,000.00
		Difference is :-	0.00

Signatory 1:

Name T. CONDUIT Signed  Date 22-09-2025

Signatory 2:

Name H. FISHER Signed  Date 22/09/25

iii) Parish Council Balance Sheet

– *to note current position.*

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,609
105	VAT Control Account	5,462
219	A&L 3m Fixed Term Deposit A/c	629,654
221	Unity Current 20496238	12,459
222	Unity Savings 20496241	83,290
223	Unity Savings 20496254	150,000
Total Current Assets		882,475
<u>Current Liabilities</u>		
500	Creditors	11,308
565	Holding Deposits	3,859
Total Current Liabilities		15,167
Net Current Assets		867,308
Total Assets less Current Liabilities		867,308
<u>Represented by :-</u>		
300	Current Year Fund	182,613
310	General Reserves	127,616
314	Albany Wood IGOS Maintenance	96,705
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	1,421
318	Coronation Hall Renovations	6,375
320	Replace Pickup Truck - CIL	15,000
325	Play Area Equip Maint - CYF	9,112
336	EV Chargers	11,000
341	Replace IT Equipment	3,078
345	Election Expenses - CYF	2,500
350	Bldings Replace / Refurb - CYF	136,705
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	19,050
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		867,308

iv) Income and Expenditure Forecast

– *to note current position.*

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	£6,158	£1,888	£5,578	£3,715	£1,989	£5,080	£2,500	£0	£5,000	£2,490	£42,802	£47,219	-£4,417	9%	
Total Expenditure	£43,206	£44,484	£45,375	£53,069	£44,379	£52,261	£51,351	£42,534	£51,546	£42,723	£37,428	£46,161	£54,517	£535,534	£18,983	4%	
Total Net Revenue Expenditure	£39,193	£40,073	£39,217	£51,181	£38,801	£48,546	£49,362	£37,474	£49,046	£42,723	£32,428	£43,671	£511,715	£488,315	£23,400	5%	
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	£51,181	£38,801	£48,546	£49,362	£37,474	£49,046	£42,723	£32,428	£43,921	£511,965	£488,565	£23,400	5%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£8,908	£12,188	£5,717	£22,612	£9,815	£8,329	£7,478	£10,390	£7,477	£7,664	£122,802	£114,227	£8,575	8%	
Total Expenditure	£8,540	£5,016	£19,726	£14,307	£17,031	£9,330	£35,627	£6,461	£7,920	£22,586	£6,450	£17,909	£170,803	£191,265	-£20,462	11%	
Total Net Revenue Expenditure	-£13,180	£4,512	£10,818	£2,119	£11,314	-£13,282	£25,812	-£1,868	£342	£12,196	-£1,027	£10,245	£48,001	£77,038	-£29,037	38%	
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	£1,743	£5,733	£6,919	£65,439	£66,635	£0	£0	£2,500	£0	£87,755	£266,307	£149,250	£117,057	78%	
Total Net Capital Expenditure	£2,258	£27,302	£1,743	£5,733	£6,919	£65,439	£66,635	£0	£0	£2,500	£0	£87,755	£266,284	£149,250	£117,034	78%	
Total Net Committee Expenditure	-£10,922	£31,814	£12,561	£7,852	£18,233	£52,157	£92,447	-£1,868	£342	£14,896	-£1,027	£98,000	£314,285	£226,285	£87,997	39%	
Community & Environment Committee																	
Total Income	£0	£0	£80	£416	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,496	£1,000	£496	50%	
Total Expenditure	£1,431	£5,527	£3,272	£582	£594	£4,850	£4,100	£280	£1,615	£100	£719	£1,782	£25,252	£24,584	£668	3%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,192	£166	£594	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£23,756	£23,584	£172	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	£804	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Capital Expenditure	£0	£0	£0	£804	£0	£0	£0	£0	£0	£0	£0	£0	£604	£500	£104	21%	
Total Net Committee Expenditure	£1,431	£5,527	£3,192	£770	£594	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£24,360	£24,084	£276	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	£231	£0	£339	£546	£450	£0	£0	£0	£0	£2,454	£4,020	£3,450	£570	17%	
Total Net Revenue Expenditure	£0	£0	£231	£0	£339	£546	£450	£0	£0	£0	£0	£2,454	£4,020	£3,450	£570	17%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£40,000	-£40,000	100% 20 is Plenty project cancelled	
Total Capital Expenditure	£0	£85	£0	£1,200	£163	£1,802	£0	£0	£0	£0	£0	£0	£3,250	£42,050	-£38,800	92% 20 is Plenty project cancelled	
Total Net Capital Expenditure	£0	£85	£0	£1,200	£163	£1,802	£0	£0	£0	£0	£0	£0	£3,250	£2,050	£1,200	59%	
Total Net Committee Expenditure	£0	£85	£231	£1,200	£502	£2,348	£450	£0	£0	£0	£0	£2,454	£7,270	£5,500	£1,770	32%	
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	-£313,218	£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	£378,069	£211,290	£166,779
Total Capital Expenditure	£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	-£378,069	-£211,290	-£166,779
															79%
Total Net Committee Expenditure	-£331,317	£-133,226	£0	£0	-£313,218	-£226,745	£0	£0	£0	£0	£0	£0	-£1,004,506	-£837,727	20%
Total Net Committee Expenditures															
Total Income	£357,049	£138,163	£15,145	£14,492	£11,295	£340,545	£238,549	£13,389	£9,978	£10,390	£12,477	£10,154	£1,171,626	£1,040,173	£131,453
Total Expenditure	£55,434	£82,435	£70,346	£75,491	£89,825	£134,228	£172,163	£49,275	£80,981	£67,909	£44,597	£196,311	£1,038,995	£960,883	£78,112
Total Net Revenue Expenditure	-£301,615	-£355,728	£55,201	£60,999	£58,530	-£205,317	-£366,386	£35,886	£51,003	£57,519	£32,120	£146,157	-£132,631	-£79,290	-£53,341
EMR Movements	-£15,840	-£105,551	£1,743	£5,733	£6,175	£67,971	-£158,110	£0	£0	£2,500	£0	£67,538	-£127,841	-£79,290	13%
Total Income/Expenditure	-£285,775	£49,823	£53,456	£55,266	£62,355	-£274,288	£91,724	£35,986	£51,003	£55,019	£32,120	£78,619	-£4,790	£0	8%
Current Year Fund	£301,615	£357,343	£302,142	£241,143	£182,613	£388,930	£455,316	£419,430	£368,427	£310,908	£278,788	£132,631			67%
General Reserves	£219,517	£113,965	£115,708	£121,441	£127,616	£195,587	£37,477	£37,477	£37,477	£39,977	£39,977	£107,515			
General Reserves Position Months	521,132	471,308	417,850	362,584	310,229	584,517	492,793	456,907	405,904	350,885	318,765	240,146			
	10	9	8	7	6	11	9	9	8	7	6	5			
Total Reserves (Bank)	986,310	1,042,038	986,837	925,838	867,308	1,073,625	1,140,011	1,104,125	1,053,122	995,603	963,493	817,326			

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

Ear Marked Reserves

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget	Closing	Comments
	Opening Balance														Total Year	Balance	
314	EMR - Albany Road IGOS Maintenance - S106	£0	£96,705	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£50,948	£55,472 +RPI (Tractor & Mower app by WCC - \$106)
315	EMR - Montague Road Play Areas - S106/CIL/OSF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
316	EMR - Albany Wood LEAP Maintenance - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
317	EMR - Allotment Fencing - PC	£0	£36,521	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£36,521	£25,000 +RPI
318	EMR - Coronation Hall Renovations - PC	£10,000	£0	£1,743	£4,200	£0	£0	£0	£0	£0	£0	£0	£1,421	£10,000	£10,000	£0	£0 Mar - Return to GR
320	EMR - Replace Pickup Truck - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	£0	£0	£10,000	£10,000	£0	£0 Plumbing/Decorating Toilets & Flooring
325	EMR - Replace Play Area Equipment - PC	£15,111	£0	£0	£0	£0	£15,000	£0	£0	£0	£0	£0	£0	£15,000	£15,000	£14,111	
330	EMR - Replace Tractors - PC	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£33,500	£33,500	£0	
336	EMR - EV Chargers - PC	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£11,000	
340	EMR - Replace Topper / Mower - PC	£23,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23,500	£23,500	£0	
345	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,078	
350	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	
352	EMR - Buildings Replace / Refurb - PC	£83,587	£750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£84,337	£11,132 app for Architect
353	EMR - Sale of Community Asset	£0	£0	£0	£1,533	£35,400	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£200,000	
354	EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
355	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000	
356	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£14,100	
357	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	
358	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£2,025	£0	£0	£0	£0	£0	£0	£2,025	£2,025	£0	£0 Aug - £2,750 app FP&R 01.07.25/£950 app H&G 15.07.25
359	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000	
359	EMR - HR Track/Drainage	£20,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£20,000	
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£950	£2,750	£16,300	£0	£0	£0	£0	£0	£20,000	£20,000	£0	
370	EMR - CCTV (HR) - PC	£3,152	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,152	
371	EMR - Intruder Alarm Upgrade (JH) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500	
373	EMR - Southern Footpath - CIL/WCIL/S106	£47,339	£1,208	£0	£0	£0	£3,980	£0	£0	£0	£0	£0	£0	£5,321	£5,321	£42,018	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	
375	EMR - Floor Polisher (PP) - PC	£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	£0	£0	£0	£0	£38,631	£0	£0	£0	£0	£0	£49,646	£0	£0	
377	EMR - Extend Parking (PP) - CIL/WCC REPF	£538	£0	£0	£0	£0	£0	£538	£0	£0	£0	£0	£0	£538	£0	£0	
378	EMR - Albany Road Play Park - S106	£29,500	£0	£0	£0	£0	£1,490	£0	£0	£0	£0	£0	£0	£0	£0	£32,010	Oct - Stone
379	EMR - Building Maintenance - PC	£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	£0	£0	£2,650	£0	£0	£0	£0	£0	£0	£3,000	£3,000	£0	
389	EMR - Parish Council Website - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
390	EMR - Stackable Chairs (JH) - PC	£5,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,011	£0	£0	£0 Southern Footpath Additions
393	EMR - WCC CIL Receipts 2021-22 (End 31/03/27)	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£3,062	£0	£0	£0 Southern Footpath Additions (£2,115) & Churchill Gates (£947)
394	EMR - WCC CIL Receipts 2022-23 (End 31/03/28)	£42,889	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,778	£0	£37,111	Churchill Gates
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	£481	
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	£2,471	
397	EMR - SDNP CIL Receipts 2022-23 (End 31/03/27)	£2,321	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,321	
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/28)	£4,552	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£4,552	
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
400	EMR - SDNP CIL Receipts 2024-25 (End 31/03/30)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
401	EMR - WCC S106 Receipts 2024-25	£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	
403	EMR - SDNP CIL Receipts 2025-26 (End 31/03/31)	£449,338	£15,840	£105,551	£1,743	£5,733	£5,175	£67,971	£158,110	£0	£2,500	£0	£67,538	£127,841	£79,290	£577,179	

CIL expenditure approved at PC 08.04.25

Email to EO from S Dunbar-Dempsey WCC (10.07.25)

Aug EMR Transfer approved 05.08.25 at FP&R



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.10.25

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

Capital Control Report 2025-2026 (Month 5).

Finance Manager
26.9.25

Bishop's Waltham Parish Council
Capital Projects Control 2025-26
Month 5

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMR Finding 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		
	Expenditure	4350	Income - Asset Disposals	Not expected	0	0	0	23	0	
			Total Gross Committee Income		0	0	0	23	0	
Expenditure		Minor Assets	Mar	2,500	0	2,500	744	0	Wheelchair	
		Southern Footpath/Cycleway	Jun	0	0	0	8,457	0	EMR 373 / C	
		Replace Pick up Truck	Jul	15,000	15,000	0	0	0	EMR 320	
		Buildings Decarb (JH)		0	0	0	11,015	0	EMR 376	
		Bidings Replace/Refurb	Jun/Sep/Dec	90,000	90,000	0	3,883	8,612	EMR 350	
		Coronation Hall Renovations	Apr/Jul/Oct/Jan	10,000	10,000	0	3,625	0	EMR 318	
		Replace Dragons Teeth (HR)	Not required	1,750	0	1,750	0	0	Purchased i	
		Allotment Fencing	May	10,000	10,000	0	8,579	0	EMR 317	
		HR Drainage	Jul	20,000	20,000	0	950	2,750	EMR 359 / E	
		Fencing Replacement	May	0	0	0	6,725	0	EMR 394&3	
		Total Gross Committee Expenditures		149,250	145,000	4,250	43,978	11,362		
C & E Committee Income	4350	EMR Movements		145,000	145,000	0	43,234	11,362		
		Total Net Committee Expenditures		4,250	0	4,250	721	0		
	Expenditure	Total Gross Committee Income		0	0	0	0	0		
		Minor Assets	Oct/Mar	500	0	500	604	0	Event Gaze	
P & H Committee Income	4350	Total Gross Committee Expenditures		500	0	500	604	0		
		EMR Movements		0	0	0	0	0		
	Expenditure	Total Net Committee Expenditures		500	0	500	604	0		
		Grant - 20 is Plenty	Not required	40,000	0	40,000	0	0		
Total Parish Council	1339	Total Gross Committee Income		40,000	0	40,000	0	0		
		Minor Assets	Mar	250	0	250	248	0	SID Bag & S	
	Speed Indicator Device	-	0	0	0	1,200	0	Underspend		
	Street Furniture	Oct	1,000	0	1,000	0	0			
	Stiles / Kissing Gates	Aug	800	0	800	0	0			
	20 is Plenty	Not required	40,000	0	40,000	0	0			
	Total Gross Committee Expenditures		42,050	0	42,050	1,448	0			
	EMR Movements		0	0	0	0	0			
	Total Net Committee Expenditures		2,050	0	2,050	1,448	0			
	Total Parish Council Income		40,000	0	40,000	23	0			
Total Parish Council Expenditures		192,050	145,000	47,050	46,030	11,362				
Total EMR Movements		145,000	145,000	0	43,234	11,362				
Total Net Parish Council Expenditures				7,050		7,050	2,773	0		



Bishop's Waltham Parish Council

Finance, Policy and Resources Committee

7.10.25

Agenda Item 10 – AGAR 2024/2025 – *for consideration*

The review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025 is now complete and the signed external auditors report and certificate was provided by BDO LLP on 9th September 2025.

Action was taken to: -

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2025** which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Proposal:

To consider the external auditor's report for the 2024/25 financial year.

Finance Manager
25/09/25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BISHOPS WALTHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		‘Yes’ means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2025

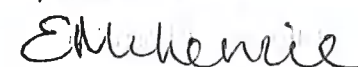
and recorded as minute reference:

PC 53 /25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.bishopswaltham-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

BISHOPS WALTHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	961,134	687,865	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	532,213	592,822	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	281,843	389,941	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	334,419	351,838	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan Interest/capital repayments	11,285	11,285	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	741,621	622,810	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	687,865	684,695	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	672,648	707,946	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,788,099	4,087,808	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	62,790	52,929	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	☐	☒	☐	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	☐	☐	☒	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

26/05/2025

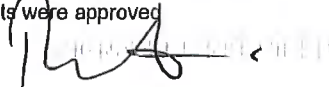
I confirm that these Accounting Statements were approved by this authority on this date:

10/06/2025

as recorded in minute reference:

PC 53 / 25

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Bishop's Waltham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428

Date

09 September 2025



Bishop's Waltham Parish Council

Finance, Policy & Resources Committee

7.10.25

Agenda Item 11 – Parish Council Budget Setting 2026/27

– for consideration

The Finance Manager will provide an update on the budget setting process so far.

Timeline:

September 2025	Committees (including Staffing Sub-Committee) to set up working groups and arrange meetings.
October 2025	Draft proposals to Committees for consideration
November 2025	Committee proposals to F, P & R
December 2025	F, P & R final recommendations to Full PC if ready
January 2026	To Full PC for budget and precept agreement.

Proposals: To note progress on the budget setting process to date and recommend any further actions as a result

Executive Officer / Finance Manager
26.9.25