



**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 2<sup>nd</sup> December 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 4<sup>th</sup> November 2025
6. Actions arising from the minutes of the meeting of 4<sup>th</sup> November 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 7 – *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. AGAR Assertion 10 – *for consideration*
11. 1<sup>st</sup> Interim Internal Audit 2025-26 – *for consideration*
12. Addition to Council Insurance Policy 2205-26 – *for ratification*
13. Upgrade to Rialtas System - *for consideration*
14. Purchase of Office Software – *for consideration*
15. New WCC Street Cleansing and Grounds Maintenance Service – *for consideration*
16. Parish Council Draft Budget Setting and Precept for 2026/27 – *for consideration*
17. Sexual Harassment in the Workplace – Awareness Training – *for ratification*
18. Staffing Sub-Committee – Updated Terms of Reference – *for approval*
19. Requests for future agenda items - *for information only*
20. Date of next meeting – 6<sup>th</sup> January 2026



**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 2<sup>nd</sup> December 2025 at 7pm**

21. 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.**
22. Debtors' List - *for consideration*
23. Quotations for Health and Safety Consultancy – *for consideration*
24. Land Transfers – Bishop's Meadow Update from Solicitors – *for consideration*
25. Quotations for Jubilee Hall Stair Lift LOLER Statutory Inspection – *for consideration*
26. Quotation for Jubilee Hall Kitchen Deep Clean – *for ratification*
27. Staffing Matters – *for consideration*

*E McKenzie*  
*Clerk to the Committee*  
**25.11.25**



**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 4<sup>th</sup> November 2025 at 7pm.**

**Present:**

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

**In Attendance:**

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

**Members of the Public:** 0

- FPR119/25 To receive and accept apologies for non-attendance**  
None – all councillors present.
- FPR120/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None.
- FPR121/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**  
None.
- FPR122/25 Public Session**  
No members of the public present.
- FPR123/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> October 2025**  
**Resolved:** to approve minutes of the Finance, Policy and Resources Committee – 7<sup>th</sup> October 2025  
**Proposed:** Cllr Conduct  
**Seconded:** Cllr Marsh  
**All in favour** who were at the meeting of 7<sup>th</sup> October 2025
- FPR124/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> October 2025**  
The Executive Officer provided updates on actions in progress.
- FPR125/25 Report from Finance Manager**  
Noted.
- FPR126/25 Finance Matters:**
- i) **Payments Schedule**  
**Resolved:** to approve the payments tabled to a total amount of £108,842.20  
**Proposed:** Cllr Webb  
**Seconded:** Cllr Marsh  
**All in favour**
- ii) **Bank Account Reconciliation Month 6**  
**Resolved:** to note the review of the Bank Account Reconciliations Month 6 by the Chairman.

**Proposed: Cllr Conduct**  
**Seconded: Cllr Jones**  
**All in favour**

**iii) Parish Council Balance Sheet**  
**Resolved: to note the Parish Council Balance Sheet**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Homer**  
**All in favour**

**iv) Income and Expenditure Forecast**  
**Resolved: to note the Income and Expenditure Forecast**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Nicholson**  
**All in favour**

**v) Ear Marked Reserves**  
**Noted.**

**FPR127/25 Capital Control Report**  
**Noted.**

**FPR128/25 Well House - Update**  
**Noted.** Thanks given to the Executive Officer, Finance Manager and working group for their dedication to seeing this project through to its successful completion.

**FPR129/25 Reinvestment of Funds**  
The Finance Manager presented her recommendation for reinvestment of funds which was duly considered. To benefit from the best rate, it was agreed to approve this reinvestment for immediate action and for Full Council to ratify this resolution.  
**Resolved: to approve the reinvestment of £834,891.62 with Arbuthnot Latham for 3 months at 3.3%**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Nicholson**  
**All in favour** **ACTION: Executive Officer/ Finance Manager**

**FPR130/25 Council Insurance Policy 2025/26**  
The Finance Manager explained the process followed in gathering quotations from insurance brokers and her recommendations, as summarised, were duly deliberated.  
**Resolved: to approve the appointment of James Hallam (Independent Brokers) for a period of three years (£12,405.65 per annum) with added cyber insurance at a cost of £1058.00 per annum.**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Marsh**  
**All in favour** **ACTION: Executive Officer**

**FPR131/25 Parish Council Draft Budget Setting and Precept for 2026/27**  
The Finance Manager tabled the many spreadsheets detailing the draft budget for 2026/7. This was carefully considered by the Committee members. With some spending increases beyond Council control, it was noted that the budget represented good value for residents in keeping up high standards of services for the town.  
**Resolved: to recommend the draft budget and precept request tabled to Full Council for its further consideration**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Marsh**  
**All in favour** **ACTION: Executive Officer**

**FPR132/25 Requests for future agenda items**  
**Budget**

- |           |   |
|-----------|---|
| FPR133/25 | Date of next meeting – Tuesday 2 <sup>nd</sup> December 2025 - Noted.   |
| FPR134/25 | <p><b>Motion for confidential business:</b> The Chairman then moved:</p> <p><b>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.</b></p>  |
| FPR135/25 | <p><b>Debtors' List</b></p> <p>The Finance Manager explained the report tabled with no notable issues arising.</p>  |
| FPR136/25 | <b>Quotations for Health and Safety Consultancy</b> - Item withdrawn as quotations not yet collated.  |
| FPR137/25 | <p><b>Quotations for Remedial Works to the Pondside Lane Bridleway</b></p> <p>The quotations were duly considered but it was felt that there were variants in the quotes and the replies differed in depths and materials. As the works were unbudgeted, it was felt that this project should be referred back to the Halls and Grounds Committee to gain clarity on the specification, gain further quotations if appropriate and defer the spend until Spring 2026 when further spend available, grants applied for and ground conditions more favourable.</p> <p><b>ACTION: Refer back to H&amp;G Committee</b> <span style="float: right;"><b>ACTION: Executive Officer</b></span></p>  |
| FPR138/25 | <p><b>Quotations for Replacement Screen for a Jubilee Hall Car Ticket Machine</b></p> <p>The matter was duly deliberated and agreed as a necessary spend.</p> <p><b>Resolved: To recommend to Full Council that a replacement screen be purchased for the ticket machine located at the rear of the Jubilee Hall car park at a total cost of £554.62, excluding VAT.</b></p> <p><b>Proposed: Cllr Jones</b></p> <p><b>Seconded: Cllr Conduct</b></p> <p><b>All in favour</b> <span style="float: right;"><b>ACTION: Executive Officer</b></span></p>  |
| FPR139/25 | <p><b>Quotations for a New Electricity Contract for Parish Council Buildings</b></p> <p>The matter was carefully considered and it was recognised that prices changed regularly so delegated authority would be needed to confirm the best pricing with a reputable company.</p> <p><b>Resolved: To recommend to Full Council that delegated authority be given to the Estates Manager, Finance Manager and Finance, Policy and Resources Chairman to accept the best value electricity supplier for each of the Parish Council's sites, for one-year electricity contracts (with the exception of the Jubilee Hall that would be considered later in December).</b></p> <p><b>Proposed: Cllr Williams</b></p> <p><b>Seconded: Cllr Nicholson</b></p> <p><b>All in favour</b> <span style="float: right;"><b>ACTION: Executive Officer</b></span></p> |
| FPR140/25 | <p><b>Invoice for Installation of Ground Sockets for Speed Indicator Poles</b></p> <p>The work was noted as already completed and therefore ratification was required for this necessary spend that had gone over the originally agreed budget.</p> <p><b>Resolved: To ratify the spend of £759.59 to Hampshire County Council for the installation of ground sockets for Speed Indicator Poles and refer to Full Council for final ratification.</b></p> <p><b>Proposed: Cllr Conduct</b></p> <p><b>Seconded: Cllr Williams</b></p> <p><b>All in favour</b> <span style="float: right;"><b>ACTION: Executive Officer</b></span></p>  |
| FPR141/25 | <p><b>Staffing Matters</b></p> <p>The papers tabled as recommendations from the Staffing Sub-Committee were duly considered.</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>i) To approve the pay scales tabled</li> <li>ii) To approve the draft budgeted staffing remuneration figures tabled</li> </ol> <p><b>Proposed: Cllr Jones</b></p> <p><b>Seconded: Cllr Webb</b></p> <p><b>All in favour</b> <span style="float: right;"><b>ACTION: Finance Manager</b></span></p>   |

**Bishops Waltham Parish Council**  
**Finance, Policy and Resources Committee**  
**Actions Arising from the Committee Meeting 4.11.25**

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	Complete	FM/EO	
FPR66/25	Retention of Documents	To circulate	Complete	EO	
FPR67/25	Health and Safety Policies	To revert to consultant to update	Oct-25	EO	Internal updates being progressed ahead of new H&S consultant appointment
FPR67/25	H&S Consultancy	To confirm cost for approval	Sep-25	EO	New consultant to be sought
FPR91/25	New software	To purchase new software	Oct-25	FM/MCEM	
FPR129/25	Reinvestment of Funds	To action reinvestment and refer to PC for ratification	Complete	EO/FM	Ratified by PC 11.11.25
FPR130/25	Insurance	To refer to PC	Complete	EO	Approved by PC 11.11.25
FPR131/25	Draft Budget	To refer to PC	Complete	EO	
FPR137/25	Pondside Bridleway Works	To refer back to H&G	Complete	EO	H&G meeting 18.11.25
FPR138/25	JH car park screen	To refer to PC	Complete	EO	Approved by PC 11.11.25
FPR139/25	Electricity Contract	To refer to PC	Complete	EO	Action approved by PC 11.11.25
FPR140/25	SID sockets	To refer to PC	Complete	EO	Ratified by PC 11.11.25
FPR141/25	Staffing Papers	To include figures in drafts	Complete	FM	



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

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

**2.12.25**

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

##### **Bank Interest**

The Council received £5,237.34 interest on reserves held with Arbutnot Latham in November 2025.

##### **Well House Business Rates**

We receive a refund from Winchester City Council of £454.40 for the overpayment of Business Rates relating to the sale of Well House.

##### **Switch from Worldpay to Windcave**

The switch from Worldpay (and cancellation of Network Merchants) to Windcave for the Jubilee Hall Car Park parking machine card transactions was successful. It is clear from the first month's data that this will prove to be a good financial move for the Council.

##### **Council Insurance**

The new policies with James Hallam Council Guard will begin 4.12.25

##### **Legal Matter**

The legal matter involving a supplier continues, a hearing has been set for early December, which will be attended by myself and the Executive Officer as witnesses. The respondent continues to fail to comply with the court order.

##### **Reinvestment of Funds**

The total amount of matured funds was approved at £834,891.62 when this should have been £834,891.61, due to a mistype. Arbutnot Latham have confirmed in writing that £834,891.61 has been invested for 3 months at 3.3% as approved.

**Finance Manager 25.11.25**



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

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

**2.12.25**

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

Finance matters:

- i. Payments Schedule – *to approve payments*
- ii. Bank Account Reconciliations Month 7 – *to note the review by the Chairman*
- iii. Parish Council Balance Sheet – *to note current position*
- iv. Income and Expenditure Forecast – *to note current position*
- v. Ear Marked Reserves - *to note current position*

Finance Manager 25.11.25



i) Payments Schedule

– *to approve payments*

Payments For Authorisation

Account Name	Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Net	Invoice Description	Period	Approved	Pay By?	Comments
1stKAS	31/10/2025	INV-23177	£360.00	£72.00	£432.00	4282	250 PP Cleaning Oct 25	Yes		BT	21.11.25
ALFORD	18/09/2025	02/10/2025 27411	£253.20	£50.64	£303.84	4279	260 JH/DS Replace Water Heater	Yes		BT	34.11.2025
ALLSEAL CLEANING	21/10/2025	14/11/2025 SI-20253443	£537.00	£0.00	£537.00	4282	260 JH Kitchen Deep Clean	Yes		BT	34.11.2025
AMAZON	29/10/2025	29/10/2025 601425973	£18.98	£0.00	£18.98	4025	100 Grounds Milk	Yes		BC	
AMAZON	29/10/2025	29/10/2025 8THBVI	£12.46	£2.49	£14.95	4141	100 Titan Safety Boots (PW)	Yes		BC	
AMAZON	29/10/2025	29/10/2025 NAEUI	£29.15	£5.83	£34.98	4025	100 Replacement Kettle	Yes		BC	
AMAZON	14/11/2025	14/11/2025 32602004	£18.98	£0.00	£18.98	4025	100 Grounds Milk - Refund	Yes		BC	
AMAZON	14/11/2025	14/11/2025 TRV171	£5.98	£1.20	£7.18	4309	230 Bin Fresher	Yes		BC	
AMAZON	17/11/2025	17/11/2025 OAEUI	£20.98	£4.20	£25.18	4209	310 Ribbon	Yes		BC	
APIRI SKIES ACC	19/11/2025	28/12/2025 INV-0400	£347.00	£0.00	£347.00	4090	100 First Interim Audit 25-26	Yes		BT	
ARBUTHNOT LATHAM	21/11/2025	21/11/2025 01298004	£150,000.00	£0.00	£150,000.00	N/A	N/A Investment of Funds			BT	21.11.25
ARBUTHNOT LATHAM	24/11/2025	24/11/2025 01298004	£50,000.00	£0.00	£50,000.00	N/A	N/A Investment of Funds			BT	25.11.25
ARCO	24/11/2025	31/12/2025 950927235	£99.29	£13.86	£113.15	4141	100 Trojan Taurus Safety Bt 9 - T-Veek	Yes		BT	07.11.25
AXIS ARCHI	10/10/2025	10/10/2025 3796	£3,495.00	£699.00	£4,194.00	4414	299 Architectural Services RIBA 3/Design	Yes		BT	14.11.2025
AXIS WORTHY	24/10/2025	24/10/2025 AAEKPNV251	£6.00	£0.00	£6.00	4206	310 XL Jute Bow	Yes		BT	
BUSINESS STREAM	16/10/2025	30/10/2025 21037089073682	£2,509.13	£0.00	£2,509.13	4345	250 PP Water 16/08-15/11/25	Yes		DD	30.10.25
BUSINESS STREAM	15/11/2025	15/11/2025 3004249/9291697	£588.33	£0.00	£588.33	4345	240 HR Water 15/08-14/11/25	Yes		DD	
BW FISHING CLUB	18/11/2025	18/11/2025 BWPC Grant 25/26	£450.00	£0.00	£450.00	4121	310 BWPC Grant 25/26	Yes		BT	18.11.25
BW GUIDES	18/11/2025	18/11/2025 BWPC Grant 25/26	£710.00	£0.00	£710.00	4121	310 BWPC Grant 25/26	Yes		BT	18.11.25
BW THURSDAY LUNCH	18/11/2025	18/11/2025 BWPC Grant 25/26	£1,098.86	£0.00	£1,098.86	4121	260 BWPC Grant 25/26	Yes		BT	18.11.25
BW CRICKET CLUB	18/11/2025	18/11/2025 BWPC Grant 25/26	£600.00	£0.00	£600.00	4121	310 BWPC Grant 25/26	Yes		BT	18.11.25
BW YOUTH TRUST	18/11/2025	18/11/2025 BWPC Grant 25/26	£720.00	£0.00	£720.00	4121	310 BWPC Grant 25/26	Yes		BT	18.11.25
BWMS	04/11/2025	04/11/2025 MWG-033	£200.00	£0.00	£200.00	4200	310 BWPC Lecture	Yes		BT	07.11.25
BW TOWN TEAM	18/11/2025	18/11/2025 BWPC Funding 25/26	£240.00	£0.00	£240.00	4119	310 BWPC Funding 25/26	Yes		BT	18.11.25
CHRIS STONE	11/11/2025	11/11/2025	£50.00	£0.00	£50.00	4207	310 Ceremonial Music Services	Yes		BT	14.11.25
CIVILMONEY	06/11/2025	06/11/2025 RCJ76241971631263	£181.00	£0.00	£181.00	4100	105 Hearing Fee (Flow Plates)	Yes		BC	
COMMERCIAL	13/10/2025	30/11/2025 1938	£432.02	£86.40	£518.42	4277	Various JH/CH Water monitoring/Bac/Leg/TMV	Yes		BT	
COMMERCIAL	13/10/2025	30/11/2025 1940	£225.37	£45.07	£270.44	4277	250 PP Water monitoring/Bac/Leg	Yes		BT	
COMMERCIAL	13/10/2025	30/11/2025 1939	£225.37	£45.07	£270.44	4277	Various HR/GS Water monitoring/Bac/Leg	Yes		BT	
COMMERCIAL	19/11/2025	19/12/2025 INV-0085	£56.25	£11.25	£67.50	4277	Various JH/CH Water monitoring Nov 25	Yes		BT	
COMMERCIAL	19/11/2025	19/12/2025 INV-0087	£75.00	£15.00	£90.00	4277	260 PP Water monitoring Nov 25	Yes		BT	
COMMERCIAL	19/11/2025	19/12/2025 INV-0086	£56.25	£11.25	£67.50	4277	Various HR/GS Water monitoring Nov 25	Yes		BT	
CONDUCT	05/11/2025	05/11/2025 TCXPNV25	£23.57	£4.73	£28.30	4019	105 Chairmans allowance	Yes		BT	07.11.25
DIGI TOOLBOX	10/11/2025	24/11/2025 7899892	£990.92	£198.18	£1,189.10	4044	100 IT/Telecoms Support/Service	Yes		DD	20.11.25
EDF	04/11/2025	18/11/2025 25703009	£526.96	£105.39	£632.35	4344	260 JH Gas 01/10-31/10/25	Yes		DD	
ELING STUDIOS	21/11/2025	21/12/2025 SI-1394	£565.00	£0.00	£565.00	4171	310 Winter 25 Newsletter	Yes		BT	
ELLIOTS	31/10/2025	30/11/2025 S19618929	£28.51	£5.70	£34.21	4312	200 Gloves/Boots & Nuts/Hex Nuts	Yes		BT	
ELLIOTS	03/11/2025	31/12/2025 S19620830	£18.80	£3.76	£22.56	4312	200 Bolt & Nut/Washer/Hex Nut/Cutting Disc	Yes		BT	
ELLIOTS	07/11/2025	31/12/2025 S19626066	£1.77	£0.35	£2.12	4310	200 Mudguard Washer x 14	Yes		BT	
ENGIE GAS LTD	07/11/2025	21/11/2025 1-01872137	£366.03	£73.21	£439.26	4344	250 PP Gas 01/10-31/10/25	Yes		DD	21.11.25
FERRIS	20/11/2025	20/11/2025 Refund	£105.00	£0.00	£105.00	100	0 Refund of overpayment	Yes		BT	25.11.25
FORWARD	01/11/2025	30/11/2025 9522	£40.00	£8.00	£48.00	4332	260 JH Security Nov 25	Yes		BT	
FORWARD	16/11/2025	30/11/2025 9552	£73.00	£14.60	£87.60	4332	Various HR/GS Security Nov 25	Yes		BT	
FORWARD	16/11/2025	30/11/2025 9551	£40.00	£8.00	£48.00	4332	250 PP Security Nov 25	Yes		BT	
FUELGENIE	03/11/2025	17/11/2025 12282679	£724.44	£144.88	£869.32	4304	200 Fuel card charges Oct 25	Yes		DD	
HALC	28/10/2025	28/11/2025 INV-7786	£210.00	£42.00	£252.00	Various	Various HALC Annual Conference BM/JW/TC	Yes		BT	
HALC	29/10/2025	19/12/2025 INV-7815	£53.50	£10.70	£64.20	4010	105 Preventing Sexual Harassment KI	Yes		BT	
HALC	19/11/2025	21/11/2025 INV-7849	£15.00	£3.00	£18.00	4006	100 CW Clerk & Officers Update	Yes		BT	
HANTS CC	21/11/2025	21/11/2025 58335024	£7.91	£1.58	£9.49	Various	Various Cleaning and Office Supplies	Yes		BT	
HIGH SPEED TRAINING	03/11/2025	03/11/2025 1-2652136	£78.00	£15.60	£93.60	4006	100 First Aid Course	Yes		BC	
HIGH SPEED TRAINING	11/11/2025	11/11/2025 1-2660175	£25.00	£5.00	£30.00	4006	100 ASCO Conflict Management Training	Yes		BC	
HIGH SPEED TRAINING	21/11/2025	21/12/2025 INV-2871057	£382.50	£76.50	£459.00	Various	Various Sexual Harassment Training	Yes		BT	
HUMPHREY	18/11/2025	25/11/2025 INV4337	£70.00	£14.00	£84.00	4279	260 JH Repair leak under sink	Yes		BT	21.11.25
HUMPHREY	25/11/2025	25/11/2025 5247	£42.00	£8.40	£50.40	4273	100 Payroll Services - Nov 2025	Yes		SO	25.11.25
INFINITY	30/10/2025	13/11/2025 INV-01699	£3,990.04	£798.01	£4,788.05	4364	299 Southern Footpath Conspave Surfacing PP	Yes		BT	13.11.25
Inter Account Transfer	21/11/2025	20496254	£150,000.00	£0.00	£150,000.00	N/A	N/A Investment of funds	Yes		IAT	21.11.25
Inter Account Transfer	21/11/2025	20496238	£150,000.00	£0.00	£150,000.00	N/A	N/A Investment of funds	Yes		IAT	21.11.25
Inter Account Transfer	21/11/2025	20496241	£5,000.00	£0.00	£5,000.00	N/A	N/A Supplier payments	Yes		IAT	21.11.25
Inter Account Transfer	21/11/2025	20496238	£5,000.00	£0.00	£5,000.00	N/A	N/A Supplier payments	Yes		IAT	21.11.25
Inter Account Transfer	24/11/2025	20496254	£50,000.00	£0.00	£50,000.00	N/A	N/A Investment of funds	Yes		IAT	24.11.25
Inter Account Transfer	24/11/2025	20496238	£50,000.00	£0.00	£50,000.00	N/A	N/A Investment of funds	Yes		IAT	24.11.25
Inter Account Transfer	28/11/2025	20496241	£36,000.00	£0.00	£36,000.00	N/A	N/A Payroll - Nov 25	Yes		IAT	28.11.25
Inter Account Transfer	28/11/2025	20496238	£36,000.00	£0.00	£36,000.00	N/A	N/A Payroll - Nov 25	Yes		IAT	28.11.25

JONES K	13/11/2025	13/11/2025	KIEXPNOV25		E29.70	E0.00	E29.70	4014	105	Travel allowances	Yes	BT	14.11.2025
MCT TREE CARE	05/11/2025	05/11/2025	0627		E675.00	E0.00	E675.00	4270	200	HR Reduce Fir and Mixed Hedging	Yes	BT	07.11.25
METRIC GROUP LTD	16/10/2025	30/11/2025	3217		E42.52	E255.10	E255.10	4325	261	JHCP PM Maint-16/11/25-15/11/25	Yes	BT	
METRIC GROUP LTD	05/11/2025	05/12/2025	3481		E72.94	E14.59	E87.53	4150	261	JHCP Card Transaction Charges - Oct 25	Yes	BT	
MOLEGROUP LTD	27/10/2025	25/11/2025	INV21019362		E53.00	E10.60	E63.60	4312	200	Shield Stake x 10	Yes	BT	
NATIONAL ASSOC	19/11/2025	19/11/2025	INV-010709		E35.00	E7.00	E42.00	4006	100	AA Future Leaders Event	Yes	BT	
OCTOPUS ENERGY	07/11/2025	06/12/2025	KI-0468ADA2-0014		E42.34	E2.11	E44.46	Various	270	WH Gas & Electric 01/09-31/10/25	Yes	BT	
OCTOPUS ENERGY	07/11/2025	07/11/2025	KI-0468ADA2-0003		E21.34	-£2.40	-£2.40	4344	270	WH Gas 28/07-30/09/25	Yes	BT	
PAYROLL	28/11/2025	28/11/2025	N/A		E26.594.30	E0.00	E26.594.30	N/A	515	Basic Salary Payments - Nov 25	Yes	BT	28.11.25
PAYROLL	28/11/2025	28/11/2025	N/A		E3.338.07	E0.00	E3.338.07	N/A	516	Co. NIC Payments - Oct 25	Yes	BT	28.11.25
PAYROLL	28/11/2025	28/11/2025	N/A		E1.194.56	E0.00	E1.194.56	N/A	517	Overtime Payments - Oct 25	Yes	BT	28.11.25
PAYROLL	28/11/2025	28/11/2025	N/A		E5.313.37	E0.00	E5.313.37	N/A	520	Co. Pension Payments - Oct 25	Yes	BT	28.11.25
PLAYSAFE	24/11/2025	24/12/2025	94153		E792.00	E158.40	E950.40	4109	290	Annual play area inspections	Yes	BT	
PURPLECAT	29/10/2025	29/10/2025	48181		E466.62	E93.33	E559.95	4350	299	Epson EB-W49 Projector	Yes	BC	
REALCHRISTMAS	19/11/2025	19/11/2025	100029785		E325.00	E65.00	E390.00	4209	310	Glanvise Civic Display Stand (Xmas T)	Yes	BC	
REGAL ENV	11/11/2025	11/12/2025	INV-8653		E2.045.00	E409.00	E2.454.00	4424	299	CH WC Upgrades	Yes	BT	
SAINSBURYS	20/11/2025	20/11/2025	1283217229				E248.95	4206	310	Stiffings for Volunteer Event	Yes	BC	
SCOTT DJ	07/11/2025	21/11/2025	053896		E303.53	E60.70	E364.23	Various	Various	EGO 311400EST Scrimmer/Blades/Head	Yes	BT	21.11.25
SCOTT DJ	07/11/2025	21/11/2025	053885		E151.35	E30.27	E181.62	4305	200	Belt	Yes	BT	21.11.25
SCOUTS	12/11/2025	12/11/2025	12thNovember2025		E90.00	E0.00	E90.00	4207	310	Public Address System	Yes	BT	14.11.2025
SCREWFIX	08/11/2025	31/12/2025	2008449261		E7.49	E1.50	E8.99	4310	230	Batteries (Dorguard)	Yes	BT	
SCREWFIX	06/10/2025	30/11/2025	2007652726		E7.32	E1.47	E8.79	4310	230	HR Smoke Alarm	Yes	BT	
SCREWFIX	22/10/2025	30/11/2025	2008062581		E10.56	E2.12	E12.68	4310	230	Spay adhesive and WD-40	Yes	BT	
SCREWFIX	22/10/2025	30/11/2025	2008065894		E15.57	E3.12	E18.69	4310	230	Corefix	Yes	BT	
SCREWFIX	31/10/2025	30/11/2025	2008305384		E7.49	E1.50	E8.99	4309	230	Bin Liners	Yes	BT	
SSE ENERGY SOLUTIONS	07/11/2025	21/11/2025	IV03682455		E501.27	E25.06	E526.33	4343	240	HR Electric 01/08-31/10/25	Yes	DD	21.11.25
SSE ENERGY SOLUTIONS	07/11/2025	21/11/2025	IV03683050		E409.85	E20.49	E430.34	4343	250	PH Electric 01/08-31/10/25	Yes	DD	21.11.25
SSE ENERGY SOLUTIONS	07/11/2025	21/11/2025	IV03682545		E153.33	E7.67	E161.00	4343	260	JH Electric 09/09-31/10/25	Yes	DD	21.11.25
SSE ENERGY SOLUTIONS	10/11/2025	10/11/2025	CN00956458		-£994.27	-£31.25	-£200.23	4343	280	GS Electric 11/04-11/08/25	Yes	N/A	
SSE ENERGY SOLUTIONS	10/11/2025	24/11/2025	CN03897258		E59.65	E2.98	E62.63	4343	261	JHCP Electric 01/10-31/10/25	Yes	DD	
SSE ENERGY SOLUTIONS	12/11/2025	12/11/2025	IV03716943		E1,331.48	E266.30	E1,597.78	4343	280	GS Electric 12/08-31/10/25	Yes	N/A	
SSE ENERGY SOLUTIONS	17/11/2025	01/12/2025	IV03734896		E236.00	E11.80	E247.80	4343	275	CH Electric 01/09-30/09/25	Yes	BT	
UNITITYTRUST	31/10/2025	30/11/2025	24		E6.00	E0.00	E6.00	4161	100	Service Charge - Oct 25	Yes	N/A	
UNITITYTRUST	21/11/2025	21/11/2025	20496254		E150.000.00	E0.00	E150.000.00	N/A	N/A	Transfer funds	Yes	N/A	21.11.25
UNITITYTRUST	21/11/2025	21/11/2025	20496238		-£150.000.00	E0.00	-£150.000.00	N/A	N/A	Transfer funds	Yes	N/A	21.11.25
UNITITYTRUST	21/11/2025	21/11/2025	20496238		E150.000.00	E0.00	E150.000.00	N/A	N/A	Investment of Funds	Yes	BT	21.11.25
UNITITYTRUST	24/11/2025	24/11/2025	20496254		E50.000.00	E0.00	E50.000.00	N/A	N/A	Transfer funds	Yes	N/A	24.11.25
UNITITYTRUST	24/11/2025	24/11/2025	20496238		-£50.000.00	E0.00	-£50.000.00	N/A	N/A	Transfer funds	Yes	N/A	24.11.25
UNITITYTRUST	24/11/2025	24/11/2025	20496238		E50.000.00	E0.00	E50.000.00	N/A	N/A	Investment of Funds	Yes	BT	25.11.25
VECK	20/10/2025	20/10/2025	TVEXP0CT25		E7.04	E1.41	E8.45	4025	100	Office Supplies	Yes	BT	07.11.25
VECK	09/11/2025	09/11/2025	TVEXPNOV25		E4.03	E0.00	E4.03	4025	100	Office Supplies	Yes	BT	14.11.2025
VECK	13/11/2025	13/11/2025	TVEXPNOV251		E1.85	E0.00	E1.85	4025	100	Office Supplies	Yes	BT	
VEOLIA 2	31/10/2025	30/11/2025	POR1602958		E132.75	E26.55	E159.30	4275	Various	JH&PP Trade Waste 01/10-31/10/25	Yes	DD	
VIKING DIR	14/11/2025	14/12/2025	4410120940		E43.95	E3.59	E47.51	4025	100	Office supplies	Yes	BT	
WCC	05/11/2025	05/11/2025	JHCP NOV 25		E536.00	E0.00	E536.00	4341	261	Business Rates	Yes	DD	05.11.25
WCC	05/11/2025	05/11/2025	HR NOV 25		E74.00	E0.00	E74.00	4341	240	Business Rates	Yes	DD	05.11.25
WCC	05/11/2025	05/11/2025	JH NOV 25		E919.00	E0.00	E919.00	4341	260	Business Rates	Yes	DD	05.11.25
WCC	05/11/2025	05/11/2025	PP NOV 25		E254.00	E0.00	E254.00	4341	250	Business Rates	Yes	DD	05.11.25
WELLERS	22/08/2025	07/11/2025	836022		E687.00	E136.20	E817.20	4100	105	Legal - Lease of AR Cricket Ground	Yes	BT	07.11.25
WOODMAN	11/11/2025	11/11/2025	3283		E260.00	E52.00	E312.00	4209	310	16ft Nordmann Firr	Yes	BT	14.11.2025
WORLDPAY	30/09/2025	30/09/2025	388497632		E27.60	E3.50	E31.10	4150	261	JHCP Card Charges Sep 25	Yes	BT	14.11.2025
WORLDPAY	31/10/2025	31/10/2025	394267830		E32.50	E3.50	E36.00	4150	261	JHCP Card Charges Oct 25	Yes	BT	14.11.2025
total					E66,518.10		E73,623.13						

- ii) Bank Account Reconciliations Month 7
  - *to note the review by the Chairman.*

iii) Parish Council Balance Sheet

– *to note current position.*

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 26/11/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	2,673
105	VAT Control Account	1,463
219	A&L 3m Fixed Term Deposit A/c	629,654
221	Unity Current 20496238	25,652
222	Unity Savings 20496241	240,573
223	Unity Savings 20496254	351,393
<b>Total Current Assets</b>		<b>1,251,408</b>
<u>Current Liabilities</u>		
500	Creditors	17,957
565	Holding Deposits	3,398
<b>Total Current Liabilities</b>		<b>21,355</b>
<b>Net Current Assets</b>		<b>1,230,053</b>
<b>Total Assets less Current Liabilities</b>		<b>1,230,053</b>

Represented by :-

300	Current Year Fund	545,358
310	General Reserves	(37,841)
314	Albany Wood IGOS Maintenance	60,248
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	1,421
318	Coronation Hall Renovations	5,653
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	133,210
353	New Capital Receipt	200,000
354	Fencing Replacement - CYF	2,000
355	Tennis Court Maintenance - CYF	14,100
356	Car Park Maintenance - CYF	475
357	Play Area Surface Maint - CYF	2,000
358	Southern Footpath Maintenance	1,000
359	HR Car ParkTrack/Drainage - PC	16,300
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	42,019
376	EMR-Building Decarbon (JH)	38,631
377	Extend Parking PP - CIL	537
379	Building Maintenance - CYF	28,195
389	Parish Council Website	1,450
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
402	WCC CIL Receipts 2025-26	15,455

26/11/2025

**Bishop's Waltham Parish Council**

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 7 Date 26/11/2025**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
403	SDNP CIL Receipts 2025-26	1,945	
	<b>Total Equity</b>		<b><u>1,230,053</u></b>

iv) Income and Expenditure Forecast

– *to note current position.*



**Total Parish Council**

### Funding

Total Net Revenue Expenditure	-£313,219	£0	£0	£0	£0	-£313,218	£0	£0	£0	£0	£0	£0	£0	-£626,437	-£626,437	£0	0%
Total Capital Income	£18,098	£133,226	£0	£0	£0	£0	£0	£217,400	£12,000	£0	£0	£0	£0	£380,724	£211,290	£169,434	80% Albany Wood S106
Total Capital Expenditure	£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	£0	£0	-£217,400	-£12,000	£0	£0	£0	£0	-£380,724	-£211,290	-£169,434	80%
Total Net Committee Expenditure	-£331,317	-£133,226	£0	£0	£0	-£313,218	-£217,400	-£12,000	£0	£0	£0	£0	£0	-£1,007,161	-£837,727	-£169,434	20%
Total Net Committee Expenditures																	
Total Income	£357,049	£138,163	£15,145	£14,492	£11,295	£328,532	£232,799	£30,267	£11,552	£11,985	£14,552	£11,719	£1,177,530	£1,040,173	£137,357	£137,357	13%
Total Expenditure	£55,434	£92,435	£70,346	£75,491	£69,825	£124,054	£74,532	£90,377	£68,536	£99,230	£51,365	£59,466	£921,091	£960,883	£39,793	£39,793	4%
Total Net Revenue Expenditure	-£301,615	-£55,728	£55,201	£60,999	£68,550	-£204,479	-£158,267	£60,110	£56,984	£87,265	£36,813	£47,747	-£256,441	-£79,290	-£177,161	-£177,161	223%
EMR Movements	-£15,840	-£105,551	£5,733	£5,733	£6,175	£43,259	-£208,715	£1,240	£0	£38,000	£3,608	-£14,041	-£244,389	-£79,290	-£79,290	-£79,290	
Total Income/Expenditure	-£285,775	£49,823	£13,458	£55,266	£52,355	-£247,738	£50,448	£58,870	£56,984	£49,265	£33,205	£61,788	-£12,052	£0	£0	£0	
Current Year Fund	£301,615	£367,343	£302,142	£241,143	£182,613	£387,092	£545,368	£485,248	£428,264	£340,999	£304,186	£256,440					
General Reserves	£219,517	£113,966	£115,709	£121,442	£127,617	£170,876	-£37,841	-£36,601	-£36,601	£1,399	£5,007	-£9,034					
EMR Total	£465,178	£570,729	£568,986	£563,253	£557,078	£513,819	£722,534	£721,294	£721,294	£683,294	£679,686	£693,727					
Total Reserves (Bank)	986,310	1,042,038	986,837	925,838	867,308	1,071,789	1,230,053	1,169,943	1,112,959	1,025,694	988,861	941,135					
General Reserves Position	521,132	471,309	417,851	362,595	310,230	557,968	507,517	448,647	391,663	342,398	309,193	247,406					
Months	10	9	8	7	6	11	10	9	7	7	6	5					

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

Ear Marked Reserves

		Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Year	Budget	Closing Balance	Comments	
314	EMR - Albany Wood IGOS Maintenance - S106	£0	£0	£-96,705	£0	£0	£0	£0	£0	£9,300	£0	£0	£0	£0	£0	£0	£50,948	£55,472 +RPI (Tractor & Mower app by WCC - S106)	
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		
316	EMR - Albany Wood LEAP Maintenance - S106	£0	£0	£-36,521	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0		
317	EMR - Allotment Fencing - PC	£10,000	£0	£2,636	£1,743	£4,200	£0	£0	£0	£0	£0	£0	£0	£1,421	£10,000	£10,000	£36,521	£25,000 +RPI	
318	EMR - Coronation Hall Renovations - PC	£10,000	£0	£0	£0	£0	£3,625	£722	£0	£2,045	£0	£0	£3,608	£0	£10,000	£10,000	£0	£0 Mar - Return to GR ?	
319	EMR - Resurface Floor (JH/GR)	£15,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0 Plumbing/Decorating/Toilets/Flooring- Feb Storage/Fence	
320	EMR - Replace Pickup Truck - PC	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£15,000		
321	EMR - FA Pitch Power	£9,111	£0	£0	£0	£0	£0	£0	£-12,000	£0	£0	£0	£0	£0	£0	£0	£12,000		
325	EMR - Replace Play Area Equipment - PC	£33,500	£0	£0	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£-5,000	£33,500	£33,500	£14,111		
330	EMR - Replace Tractors - PC	£11,000	£0	£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	£23,500	£0	£0	£0	£0	£0	£0	£-5,000	£23,500	£23,500	£3,578		
341	EMR - Replace IT Equipment - PC	£3,078	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-1,500	£3,078	£3,078	£4,000		
345	EMR - Election Expenses - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£1,895	£0	£0	£0	£0	£0	£0	£2,500		
350	EMR - Bldgs Replace / Refurb - PC	£83,587	£750	£0	£0	£1,533	£-55,400	£0	£3,495	£1,895	£0	£0	£0	£0	£0	£0	£131,314	£11,132.50 app for Architect -£3,132.50 spent	
352	EMR - Sale of Community Asset	£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	£-220,000	£0	£0	£0	£0	£0	£0	£0	£200,000		
354	EMR - Fencing Replacement - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,000		
355	EMR - Tennis Court Maintenance - PC	£14,100	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£14,100	£14,100	£16,100		
356	EMR - Car Park Maintenance - PC	£2,500	£0	£0	£0	£0	£0	£2,025	£0	£0	£0	£0	£0	£-1,000	£1,025	£1,025	£1,475	£1050 JH Relining / £975 HR Replace flow plates	
357	EMR - Resurface Play Areas - PC	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,000	£2,000	£2,000	£4,000		
358	EMR - Southern Footpath Maintenance - PC	£1,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,000		
359	EMR - HR Car Park - Track/Drainage- PC	£20,000	£0	£0	£0	£0	£950	£2,750	£0	£0	£0	£0	£0	£0	£3,700	£20,000	£16,300	Aug - £2,750 app FP&R 01.07.25/£950 app H&G 15.07.25	
360	EMR - Replace Bus Shelters - PC	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£10,000		
370	EMR - CCTV (HR) - PC	£2,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£2,500		
371	EMR - Intruder Alarm Upgrada (JH) - PC	£47,339	£1,208	£123	£0	£0	£0	£0	£3,990	£0	£0	£0	£0	£0	£5,321	£0	£42,018	Lecturns £1208	
373	EMR - Southern Footpath - CIL/WCIL/S106	£0	£0	£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		
375	EMR - Floor Polisher (PP) -PC	£49,646	£300	£10,715	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£49,015	£0	£531		
376	EMR - Building Decarb (JH) - CIL/WCIL	£538	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£538	£0	£0	£0 Replacement Stone	
377	EMR - Extend Parking (PP) - CIL/WCC REFF	£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	£1,305	£0	£0	£0	£0	£0	£-4,000	£2,595	£2,595	£32,195	JH Decoration	
379	EMR - Building Maintenance - PC	£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	£0	£0	£1,200	£0	£0	£0	£0	£0	£1,550	£3,000	£1,450		
389	EMR - Parish Council Website - PC	£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	£5,011	£0	£0	£0 Southern Footpath Additions	
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	£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	£5,778	£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	£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	£0	£2,471		
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	£2,321		
398	EMR - SDNP CIL Receipts 2023-24 (End 31/03/29)	£0	£-15,822	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-15,822	£0	£15,822	Malt Lane	
399	EMR - WCC CIL Receipts 2024-25 (End 31/03/30)	£4,552	£-2,276	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£-2,276	£-1,945	£6,428	Beechen Stables/The White Cottage (Dundridge)	
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		
401	EMR - WCC S106 Receipts 2024-25	£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	£-15,455	£0	£0	£0	£0	£0	£-15,455	£0	£15,455	Malt Lane £15,455.08 & Bank Street £3,344.63	
403	EMR - SDNP CIL Receipts 2025-26 (End 31/03/31)	£449,338	£-15,840	£-105,551	£1,743	£5,733	£6,175	£43,259	£-208,715	£1,240	£0	£38,000	£3,608	£-14,041	£-244,389	£-79,280	£893,727		
Total																		£678,686	£693,727

CIL expenditure approved at PC 08.04.25

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

Aug EMR Transfer approved 05.08.25 at FP&R



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

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

**2.12.25**

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

Capital Control Report 2025-2026 (Month 7).

Finance Manager  
25.11.25

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 & R Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	0	0	
		Total Gross Committee Income		0	0	0	0	0	
	4350	Minor Assets	Mar	250	0	250	0	0	
		Total Gross Committee Expenditures		250	0	250	0	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		250	0	250	0	0	
H&G Committee Income	1099	Income - Asset Disposals	Not expected	0	0	0	23	0	
		Total Gross Committee Income		0	0	0	23	0	
	4350	Minor Assets	Mar	2,500	0	2,500	1,746	0	
		Southern Footpath/Cycleway	Jun	0	0	0	12,447	0	W-chair/goal/2 x Ego Batteries/Projector/Mic/Stirrer
		New Tractor		0	0	0	36,457	0	EMR 373 / OIL app PC 08.04.25 EMR 393&394
		New Topper/Mower	Jul	0	0	0	0	9,300	EMR 314
		Replace Pick up Truck		15,000	15,000	0	0	0	EMR 314
		Building Decaro (JH)		0	0	0	0	0	EMR 320
		Bidings Replace/Refurb	Jun/Sep/Dec	90,000	90,000	0	11,015	0	EMR 376 (Add £38,000 expected in 25/26)
		Car Park Maintenance		0	0	0	7,378	4,504	EMR 350/£11,132 Architect Costs app - £6,628 spent
		Coronation Hall Renovations	Apr/Jul/Oct/Jan	10,000	10,000	0	2,025	0	EMR 356 JH Re-lining £1050/HR flow plates £975
		Replace Dragons Teeth (HR)	Not required	1,750	0	1,750	4,347	0	EMR 318 (Add £5,000 expected in 25/26)
		Allotment Fencing	May	10,000	10,000	0	0	0	Purchased in 24/25 (Awaiting refund)
		HR Drainage	Jul	20,000	20,000	0	8,579	0	EMR 317
		Fencing Replacement	May	0	0	0	3,700	0	EMR 359 / £950 drainage / £2,750 track repairs
		Building Maintenance		0	0	0	6,725	0	EMR 394&395 / OIL app PC 06.04.25
		Costs - Sale of Community Asset		0	0	0	1,305	0	EMR 379 JH Decoration
		Total Gross Committee Expenditures		149,250	145,000	4,250	100,018	13,804	
		EMR Movements		145,000	145,000	0	93,977	13,804	
		Total Net Committee Expenditures		4,250	0	4,250	6,018	0	
C & E Committee Income	4350	Total Gross Committee Income		0	0	0	0	0	
		Minor Assets	Oct/Mar	500	0	500	604	0	Event Gazebo
	4350	Total Gross Committee Expenditures		500	0	500	604	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		500	0	500	604	0	
P & H Committee Income	1339	Grant - 20 is Plenty	Not required	40,000	0	40,000	0	0	
		Total Gross Committee Income		40,000	0	40,000	0	0	
	4350	Minor Assets	Mar	250	0	250	248	0	SID Bag & Speed Gun
		Speed Indicator Device	-	0	0	0	1,200	0	Underspend from 24/25
		Street Furniture	Oct	1,000	0	1,000	760	0	SID Sockets
		Sillas / 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	2,208	0	
		EMR Movements		0	0	0	0	0	
		Total Net Committee Expenditures		2,050	0	2,050	2,208	0	
Total Parish Council		Total Parish Council Income		40,000	0	40,000	23	0	
		Total Parish Council Expenditures		192,050	145,000	47,050	102,830	13,804	
		Total EMR Movements		145,000	145,000	0	93,977	13,804	
		Total Net Parish Council Expenditures		7,050	0	7,050	8,830	0	



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

2.12.25

#### Agenda Item 10 – AGAR Assertion 10 – for consideration

At the Finance Policy and Resources Committee meeting of 5<sup>th</sup> August 2025, I brought to the committee's attention of the new AGAR Assertion 10 requirement.

For clarity I would like the Council to consider its compliance with the requirements.

FPR61/25 Annual Governance and Accountability Return (AGAR) Assertion 10 The Finance Manager explained the detail of the AGAR's new Assertion 10 requirements and a suitable audit to be undertaken to confirm all necessary procedures were in place. The Executive Officer confirmed current processes in place and training for all would be arranged for Autumn 2025. Resolved: 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. The example IT Policy provided by the Government Digital Service was adopted as a Bishop's Waltham Parish Council IT Policy going forward. Proposed: Cllr Jones Seconded: Cllr Marsh All in favour ACTION: Finance Manager / Executive Office

#### Assertion 10

- 1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

*Bishop's Waltham Parish Council is already compliant*

- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

*Bishop's Waltham Parish Council is already compliant*

- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

*Bishop's Waltham Parish Council is already compliant*

- 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

*Bishop's Waltham Parish Council is already compliant*

- 1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

*Bishop's Waltham Parish Council has a Privacy Policy which was formed in 2018 and has been informally reviewed. I have attached an updated example of a current GDPR Policy for adoption by the Council to replace the Privacy Policy.*

*Bishop's Waltham Parish Council has a Privacy Notice which was formed in 2018 and has been informally reviewed. I have attached an updated example of a current Privacy Notice for adoption by the Council to replace the Privacy Notice.*

*However, the Council must officially appoint a Data Protection Officer (DPO).*

- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

*An information audit has been completed (please see attached), which provides appropriate action for the Data Protection Officer.*

*I have attached an updated example of a current Document Retention Policy for adoption by the Council.*

- 1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

*Bishop's Waltham Parish Council should officially appoint a Data Protection Officer (DPO).*

- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

*Bishop's Waltham Parish Council have adopted an IT policy on 5/8/25.*

*All staff and councillors have completed GDPR training.*

**Proposal – To consider the Councils compliance with the AGAR Assertion 10 requirements, to consider the Privacy Policy, Privacy Notice the Document Retention Policy for adoption and to officially appoint a Data Protection Officer (DPO).**

**Finance Manager 20.11.25**





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

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

### **Purpose of the policy and background to the General Data Protection Regulation**

This policy explains to councillors, employees and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement. This policy explains the duties and responsibilities of the council, and it identifies the means by which the council will meet its obligations.

### **Identifying the roles and minimising risk**

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned. The Council is the data controller and must appoint a Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the council. A council must adhere to the issuing of privacy statements, dealing with requests and complaints raised and the safe disposal of information.

GDPR requires continued care by everyone within the council, councillors and employees, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing a privacy notice, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

### **Data breaches**

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

Employees, volunteers and members must be careful not to use IT in any way that can be deemed unacceptable conduct (see IT Policy).



### **Privacy Notices**

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information.

### **Information Audit**

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy, and the reviews should be minuted.

### **Individuals' Rights**

GDPR gives individuals rights with some enhancements to those rights already in place:

the right to be informed

the right of access

the right to rectification

the right to erasure

the right to restrict processing

right to data portability

the right to object

the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected, and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused, or a charge may apply. The charge will be as detailed in the council's Freedom of Information Publication Scheme. The council will be informed of such requests.

### **Children**

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

### **Summary**

The main actions arising from this policy are:

A copy of this policy will be available on the Council's website.



An information audit will be conducted and reviewed at least annually or when projects and services change with a minute to confirm its completion.

Data Protection will be included on the Council's Risk Management Policy.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Document History		
Status	Date	Version
Drafted	November 2025	1.0
Draft to F, P & R for debate		
Committee Approved		
Review Date	November 2026	
Next Review Date	November 2027	
Reviewed Date	November 2028	



**Bishop's Waltham Parish Council**  
Parish Council Office  
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## **Bishop's Waltham Parish Council Public Privacy Notice**

### **Your personal data - what is it?**

"Personal data" is any information about a living individual which allows them to be identified from that data [for example a name, photographs, videos, email address. or address). Identification can be from directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

### **Who are we?**

This Privacy Notice is provided to you by Bishop's Waltham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities including Hampshire County Council and Winchester City Council
- Hampshire Constabulary
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller. A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all the following personal data where necessary to perform its tasks:

- Names, titles. and aliases, photographs
- Contact details such as telephone numbers, addresses, and email addresses
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries,



medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation. How we use sensitive personal data

- We may process sensitive personal data including, as appropriate: Information about your physical or mental health or condition to monitor sick leave and take decisions on your fitness for work; Your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation; To comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to conduct our legal obligations.
- Where it is needed in the public interest. Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

#### **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

#### **The council will comply with data protection law**

This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access, and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media (e.g., Facebook)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To conduct comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and as necessary to protect individuals from harm or injury
- To promote the interests of the council





- To maintain our own accounts and records
- To seek your views, opinions, or comments
- To notify you of changes to our facilities, services, events and staff, councillors, and other role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects, or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always consider your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter a contract. An example of this would be processing your data in connection with the use of facilities, or the acceptance of lease or licence. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly because they process and protect your personal data.

It is likely that we will need to share your data with some or all the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with"
- Our agents, suppliers, and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software
- On occasion, other local authorities or not for profit bodies with which we are conducting joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose if we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. Your rights and your personal data You have the following rights with respect to your personal data: When exercising any of the rights listed below, to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights. 1)

**The right to access personal data we hold**

- At any point you can contact us to request the personal data we hold as well as why we have that personal data, who has access to the personal data and where we obtained the personal data. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

**The right to correct and update the personal data we hold**

- If the data we hold is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

**The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason it cannot be deleted (for example because we need it for to comply with a legal obligation)

**The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**The right to lodge a complaint with the Information Commissioner's Office**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. (Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing, setting out the relevant purposes, and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review, and we will place any updates on our website.



### Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries, or complaints at:

The Data Controller  
Bishop's Waltham Parish Council  
The Jubilee Hall  
Bishop's Waltham  
Hampshire  
SO32 1EQ

Email: [parishclerk@bishops-waltham-pc.gov.uk](mailto:parishclerk@bishops-waltham-pc.gov.uk)

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# Bishop's Waltham Parish Council – Information Audit 2025-26

Personal Data Processed	Purpose of Processing	Method of Process	Lawful Basis for Processing	Special Category Data	Information Source	Consent to Process	Storage Arrangements	Security/Access	Data Retention	Action Required
<b>Councillors</b>										
Register of Interests	Legal requirement	Displayed on the website and sent to the Monitoring Officer at Winchester City Council	Compliance with legal obligation	No	Individual	Statutory duty to complete – Localism Act 2011	Electronically and on paper	Paper in locked cabinet. Keys in secure location. Electronically on password protected computer	Current Cllrs onsite. Transfer to archives after Cllr ceases to serve/ declaration superseded	Ensure only current members details are held
Contact Details	Administration of BWPC	Available to office team	Public Task	No	Individual	Request made when elected	Electronically and on paper	Paper in locked cabinet. Keys in secure location. Electronically on password protected computer	Current Cllrs onsite. Delete records once Cllr ceases to serve	Ensure only current members details are held
Councillors name in Meeting Minutes	Legal requirement	Appears in minutes and displayed on the website	Compliance with legal obligation	No	Processor	Statutory requirement to record – LGA1972 – SCH12 para 4	Electronically and on paper	Publicly accessible on the website and in the minutes	Permanent records as per council papers	None
<b>Employees</b>										
Personal Details	Legal obligation	HMRC/Pension provider	Compliance with legal obligation	No	Individual	Statutory duty to comply	Electronically and paper	Paper in locked cabinet. Keys in secure location. Electronically on password protected computer	Current employees plus 7 years after termination of contract	Ensure former employees' information is only retained for the legislative maximum period
Bank Details	Process of payroll	Input for electronic banking payments	Compliance with legal obligation	No	Individual	Consent acquired on commencement of employment	Electronically (via password protected online banking	Paper locked in cabinet. Keys in secure location. Electronically	Current employees only. Delete on termination of contract	Ensure only current employees' information is held

[illegible]

Contact Details	Processing grant applications by BWPC	Used to respond to and process grant applications	Public Task	No	Individual	Consent freely given for application purpose only	Electronically and paper	Paper in secure office. Electronically on password protected computer	Whilst required for communication with applicants	Ensure current applicants' information is held
Bank Details	Processing grant payments	Used to process payment of grants	Public Task	No	Individual	Consent freely given for application purposes only	Electronically (via password protected online banking facility) and paper	Paper in secure office. Electronically on password protected computer and banking system	Whilst required for payments to applicants	Ensure only current applicants' information is held
Contractors/External Companies										
Contact Details	Contact with contractor and administration of contract	Used to communicate with contractor and administer contract	Contractual necessity	No	Individual	Contract	Held electronically and paper with statutory requirements and the Document Retention Policy	Paper in secure office. Electronically on password protected computer	Whilst required for communication with contractors	None
Bank Details	Payments of invoices/contracts	Used to process payment of invoices/contracts	Contractual necessity	No	Individual	Contract	Electronically (via password protected online banking facility) and paper	Paper in secure office. Electronically on password protected banking system	Whilst required for payments to contractors	None
Cemetery										
Contact Details	Administration of BWPC	Used to record details of interments (non living) and grave ownership (living)	Compliance with legal requirement	No	Third Party and Individual	Provided by Funeral Director and owner	Electronically and paper	Paper in secure office or locked filing cabinet. Electronically on password protected computer	Permanent Records stored as per legal obligations	None
Use of Facilities										
Contact Details	Administration of BWPC	Used to process hire arrangements and	Contractual necessity	No	Individual	Consent freely given for the purpose stated	Electronically and paper	Paper in secure office. Electronically on password	Whilst required for communication with users	None

Bank Details	To process refunds	lease/licence/arrangements	Contractual necessity	No	Individual	Consent freely given for the purpose stated	Electronically (via password protected online banking facility) and paper	Paper in secure office. Electronically on password protected computer	Whilst required for refunds to customers	None
CCTV	To process public task for community safety and crime prevention	Used to process images if the need arises for the prevention of crime	DPA 2018 Article 6 (g) Reasons of substantial public interest: Article 9 (10&11) protecting the public and prevention of crime	Yes	Processor	Required on the basis of public interest	Electronically via password protected computer and system	Electronically via password protected computer and system	30 days – automatic overwrite in place. 3 years for Data Review requests held securely on password protected system	None



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

## **Bishop's Waltham Parish Council Data Retention Policy**

### **Statement**

It is the policy of Bishop's Waltham Parish Council (BWPC) to adhere to all statutory instruction and other guidance surrounding document retention.

### **Introduction**

BWPC accumulates a vast amount of information and data during its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in several types of documents.

Records created and maintained by BWPC are an important asset and measures need to be undertaken to safeguard this information. Responsibly managed records provide authentic and reliable evidence of the BWPC's transactions and are necessary to demonstrate accountability.

Documents may be retained in either 'hard' paper form or in electronic forms. For this policy, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period. If documents are destroyed prematurely BWPC and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage, and difficulty in defending any claim brought against BWPC.

In contrast to the above BWPC should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

### **Scope and Objectives of the Policy**

The aim of this document is to provide a framework to determine which documents are:

- Retained – and for how long
- Disposed of – and if so by what method

There are some records that do not need to be kept at all or that are routinely destroyed during business. This usually applies to information that is duplicated, unimportant or only of short-term value.

Unimportant records of information include:

- 'With compliments' slips
- Catalogues and trade journals
- Non-acceptance of invitations
- Trivial electronic mail messages that are not related to BWPC's business
- Requests for information such as maps, plans, or advertising material
- Out of date distribution lists

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.



Records should not be destroyed if the information can be used as evidence. to prove that something has happened. If destroyed, the disposal needs to be undertaken within the General Data Protection Regulation

### **Roles and Responsibilities of Document Retention and Disposal**

BWPC are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

BWPC should ensure that all employees are aware of the retention/disposal schedule.

### **Bishop's Waltham Parish Council – Document Retention Policy**

#### **Document Retention Protocol**

BWPC should have in place an adequate system for documenting the activities of their service. This system should consider the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised
- Protect the legal and other rights of BWPC, its clients and any other persons affected by its actions
- Verify individual consent to record, manage and record disposal of their personal data
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

#### **Document Disposal Protocol**

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in wastepaper bin for disposal
- Confidential records or records giving personal information: shred documents
- Deletion of computer records
- Transmission of records to an external body such as the County Records Office.



The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to BWPC being prosecuted under the General Data Protection Regulations
- The Freedom of Information Act
- Where computer records are deleted, steps should be taken to ensure that data is 'Virtually impossible to retrieve' as advised by the Information Commissioner
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

#### **Bishop's Waltham Parish Council – Document Retention Policy**

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed
- The date the document was destroyed
- The method of disposal.

#### **Data Protection Act 2018 – Obligation to Dispose of Certain Data**

The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as: Data that relates to a living individual who can be identified: a) from the data, or b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller. It includes any expression of opinion about the individual and any indication of the intentions of BWPC or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

BWPC are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and shall not be processed unless specific conditions are met
- Personal data shall only be obtained for specific purposes and processed in an appropriate manner
- Personal data shall be adequate, relevant, but not excessive
- Personal data shall be accurate and up to date
- Personal data shall not be kept for longer than is necessary
- Personal data shall be processed in accordance with the rights of the data subject
- Personal data shall be kept secure.

External storage providers or archivists that are holding BWPC documents must also comply with the above principles of the General Data Protection Regulations.

#### **Scanning of Documents**

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.





Hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

### **Review of Document Retention**

It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor.

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 12th edition, Chapter11
- NALC LTN 40 – Local Councils' Documents and Records, January 2013
- NALC LTN 37 – Freedom of Information, July 2009
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act2000
- The Data Protection Act 2018

The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records.

These schedules have been compiled in accordance with the documents above and the recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

### **List of Documents**

The list of the BWPC's documents and the procedures for retention or disposal in Appendix A, is updated regularly in accordance with any changes to legal requirements.





## Appendix A

### Bishop's Waltham Parish Council Document Retention Policy

1. The democratic process: Meetings				
Item no	Function/Records	Onsite in BWPC office	Total period required/Notes and information	Following Actions
1A	Signed minutes of Council meetings, including confidential business, the signed agenda, reports and appendices circulated with the agenda, committee and sub-committee minutes	5 years In Minutes and Agenda Records  On website digitally and kept in perpetuity	Indefinitely – required by Local Government Act 1972  Original signed paper copy of Council meeting minutes must be kept indefinitely in safe storage	These are to be kept on site before being bound and transferred to higher authority every 5 years to be permanently retained.
1B	Full Council and Committee papers and packs (not including the above documents listed)	Retain papers for 12 months. To be kept digitally for a minimum of 5 years as reference documents	12 months	Then shred as confidential waste
1C	Draft/rough minutes. <i>Note that any retained may be required to be produced in response to a Freedom of Information request.</i>	To be kept until Minutes are agreed and sign	Until Minutes are agreed and signed	Then shred as confidential waste
1D	Terms of reference, Policies and Code of conduct	Reviewed annually, keep until superseded		Shred after superseded
1E	Correspondence listing	To be kept in either digital or hard copy for a minimum of 5 years		Then shred as confidential waste
1F	Procedural Standing Orders and committee terms of reference	To be kept on site in either digital or hard copy for a minimum of 5 years		Then shred as confidential waste
1G	Annual Parish Meeting Minutes and written reports	Kept indefinitely in Annual Parish meeting packs folder in hard copy. On website digitally and kept in perpetuity	Treat as Council papers – permanent records in hard copy and digital format	n/a



## 2. The democratic process: Code of Conduct

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
2A	Councillors' Declarations of Acceptance of Office	Keep current Councillor information onsite	Executive Officer acts as agent for Monitoring Officer	Transfer to archives after Councillor ceases to serve/declaration superseded
2B	Councillors' Register of Interests	As 2A	As 2A	As 2A
2C	Chairman's Declarations of Acceptance of Office	As 2A	As 2A	As 2A
2D	Notifications of complaint, process papers	For Councillor related issues – keep until Councillor ceases to serve. Staff related incidences kept on file for 7 years	For Councillor related issues – keep until Councillor ceases to serve. Staff related incidences kept on file for 7 years	Then shred as confidential

## 3. The democratic process: Elections & Casual Vacancies

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
3A	Notices of elections/vacancies	To be kept in digital or hard copy	Minutes will note that notices have been posted	N/A
3B	Co-option application papers	To be kept in digital or hard copy	Minutes will note application received	Transfer to archives after Councillor ceases to serve Shred unsuccessful applicants as confidential

## 4. Boundary Plans, byelaws and orders, policies, and strategic plans

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
4A	Notices and plans relating to warding and boundary changes	To be kept in hard copy for record	Permanent retention	N/A
4B	Byelaws and orders (primary copy)	As 4A	As 4A	N/A
4C	Policy documents and strategic plans (including publication scheme)	As 4A	As 4A	N/A
4D	Consultation papers, drafts relating to the above	As 4A	Until superseded	Shred after superseded



5. Public relations and publications				
Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
5A	Publications, including parish Newsletter	12 months hard copies plus available digitally on website indefinitely	Until superseded	Shred after superseded

6. Legal, Contracts, Insurance, CCTV, Risk Assessments, Event Monitoring & Health & Safety				
Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
6A	Proceedings against/litigation to defend the authority	Kept indefinitely	Permanent retention	N/A
6B	Contracts, Tenders and Quotations	7 years (if contract is longer kept for 7 years after contract closure)	7 years	Then shred as confidential waste
6C	Unsuccessful Tenders and Quotes	As 6B	As 6B	As 6B
6D	Leases, wayleaves, Licence Agreements, Title Deeds and Trust Deeds	As 6A	As 6A	As 6A
6E	Insurance Policy Documents	Whilst valid (see below)	Whilst valid	Then shred as confidential waste
6F	Insurance Company name and policy no.	Indefinitely digitally	Indefinitely	N/A
6G	Claims against the authority – correspondence	As 6A	As 6A	N/A
6H	Certificates for insurance against liability for employees	40 years from date on which the insurance commenced (digitally)	40 years	Then shred as confidential waste
6I	Risk Assessments and Inspection Reports	Kept for 21 years	21 years	Then shred as confidential waste
6J	Monitoring records	As 6I	As 6I	As 6I
6K	Accident Book	As 6I	As 6I	As 6I
6L	CCTV – Data	30 days	30 days	Destroy – recorded over
6M	CCTV – Data review requests	3 years	3 years	Destroy after 3 years
6N	CCTV - Photographs and digital prints	As 6L	As 6L	As 6L



6O	Event monitoring forms, risk assessment, and public liability records	As 6I	As 6I	Then shred as confidential waste
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#### 7. Staff Records

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
7A	Recruitment: adverts, applications interview papers (unsuccessful candidates)	1 year	To be kept for 1 year	Then shred as confidential waste
7B	Application and interview papers, successful candidate	7 years after termination of contract	Statute of limitations	As 7A
7C	Contract of employment	As 7B	As 7B (tax)	As 7A
7D	Staff performance monitoring	1 year after termination of contract	As 7C (tax)	As 7A
7E	Leave records	As 7B	As 7B (tax)	As 7A
7F	Attendance records	As 7A	As 7A	As 7A
7G	Time sheets	As 7A	As 7A	As 7A
7H	Training record	As 7D	1 year after employment ceases	As 7A
7I	Pay records	As 7B	7 years	As 7A
7J	Income tax records	As 7B	As 7I	As 7A
7K	Pension/related payment	As 7B	As 7I	As 7A

#### 8. Finance Records

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
8A	Annual return and accounts	7 years	Permanent records	Transfer to archives following 7 years
8B	Receipt and payment books or other principal accounting books	As 8A	As 8A	As 8A
8C	Precept papers	As 8A	Audit regulations require that precept can be justified. Permanent records	As 8A



8D	Reconciliations and summaries of accounts	As 8A	As 8A	As 8A
8E	Tax (VAT) records	As 8A	7 years	As 8A
8F	Orders, invoices, receipts, bank statements and cheque books, VAT records	As 8A	As 8E	As 8A
8G	Loan files and Investments	As 8A	Minutes will record	As 8A
8H	Grants to local bodies – papers	As 8A	Minutes will record	As 8A
8I	Scales of fees and charges	As 8A	7 years	As 8A
8J	Cash, petty cash, receipt books	As 8A	Tax, VAT, Statute of Limitations	As 8A

#### 9. Cemetery & Burial Records

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
9A	Registers and plans	Indefinite	Permanent records	
9B	Papers relating to regulation of burials: permits, applications, orders, grants of rights of burial	As 9A	As 9A	
9C	<i>For scales of fees and charges and financial records, see section 8 Finance</i>			

#### 10. Lane, Rights of Way, Statutory Designations

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
10A	Papers relating to initial registration	Indefinite	Retain copy as long as administratively useful	Offer to archives when registration effected
10B	Register Entry and Plan	As 10A	Statutory copy retained by county/unitary council as permanent records	Archive with higher authority



10C	<i>Rights of Way map</i>	Retain digital copy	Statutory copy retained by county/unitary council as permanent records	As 10B
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#### 11. Planning Records

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
11A	Regional, county and local framework plans	Retain for use, destroy when superseded	Statutory copy of final document retained by originating authority as permanent record	Retain for use, shred when superseded
11B	Planning applications, permission notices and documents	Retain for use, destroy when superseded	Statutory copies retained by local planning authority. Appeal and judicial review periods	Retain for use, then shred as
11C	Local Plan	Retained as long as in force	Retained by local authority	Then shred
11D	Neighbourhood Plan	Indefinitely	Retain permanently	

#### 12. Information, Records Management and General Administration

Item No	Function/records	Onsite in BWPC Office	Total period required/Notes and information	Following Actions
12A	Receipts for records transferred to archives	Hard copy, documents listing kept until superseded	Permanent to assist with FOI enquiries Archives service will retain copy	Retain securely locally
12B	Register of disposals	Indefinite	Good practice	Transfer to archives 20 years after last entry
12C	Information from other bodies i.e. NALC, HALC and SLCC	Retain if it is useful and relevant	Retain whilst relevant	Shred once superseded
12D	Local Historical Information	Indefinitely in hard copies	Permanent retention	N/A
12E	Correspondence and papers relating to local issues of lasting or major significance	File by separate issue – assessed independently	File separately, issue by issue	Review after 3 years then shred as confidential waste
12F	Correspondence and papers relating to local issues of small significance	File by separate issue – assessed independently	File separately, issue by issue	Review after 3 years then shred as confidential waste



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## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

2.12.25

#### **Agenda Item 11 – 1<sup>st</sup> Interim Internal Audit 2025-26 – for consideration**

Please see the attached report from the Internal Auditor.

**Matters arising by the Internal Auditor for response by the Council: -**

*For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this Areas*

**Recommendation: -**

*For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 of the Practitioners' Guide at a meeting before the end of the financial year.*

**Proposal: To consider the Internal Auditor's Report, in particular the matters arising, and the Council's response.**

Finance Manager 25.11.25



Hannah Fisher  
Bishop's Waltham Parish Council

# April Skies

## Accounting

19 November 2025

Dear Hannah

**Bishop's Waltham Parish Council**  
**First Interim Internal Audit 25-26**

Following the interim audit completed on 19 November, I attach my report for consideration by the Council. This was the first of three audits I intend to carry out to support my opinion on the 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Follow up previous recommendations
- Review of accounting and VAT processes
- Testing of expenditure first 8 months of financial year
- Budget monitoring reports and
- Testing of income first 8 months of financial year
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has successfully maintained a robust system of financial control, and I have identified no matters to date that would result in a negative opinion on the year-end internal audit report. At Appendix A I list recommendations arising from interim audit work on the 25-26 internal audit.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

**A - Appropriate books of account have been kept properly throughout the year**  
**First Interim Audit**

The Council uses the Rialtas Omega accounting system. This is an industry specific accounting solution well suited to this Council. Income is collected using RBS, with the integrated booking module in place for hall bookings. Payroll is processed via an external payroll bureau, Humphrey Associates, who prepare payroll for payment by the Council.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on Rialtas Omega
- Reconciliations tested are working well and are up to date
- Council is making use of the reporting available in Rialtas to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on RBS at 1.4.25 could be agreed back to the audited AGAR for 24-25. The closing balance in box 7 of the 24-25 audited accounts was £684,695 This agrees to the opening balance sheet value on the Omega system.

I reviewed the Council's VAT records. The Council has made 2 VAT claims in 25-26, and I confirmed that the VAT return for the 3 months to 30 September 2025 was submitted to HMRC on 21.10.25. £18,229 was reclaimed. The refund has been paid and I checked this to the bank account, receipt dated 27 October 2025. The VAT reclaimed could be agreed to a schedule of transactions recorded on the accounting system. There was a £209 imbalance on the VAT control account at 30.9.25. The RFO confirmed this imbalance has now been reviewed and cleared from the VAT control account.

The Council discussed my last report at the June 2025 meeting of Full Council (PC53/25), and the external audit report for 24-25 was reported to the October Council meeting (PC193/25). I am satisfied that the Council considers recommendations of internal audit, as required by assertion 7 on the annual governance statement.

The Council has progressed work to improve accounting arrangements for West Hoe Cemetery. A Service Level Agreement has been agreed with Swanmore PC. Rialtas have been engaged to merge accounting data for 25-26 financial year with BWPC. Once this work is complete, transactions for West Hoe Cemetery will be included within the books of BWPC for the 25-26 financial year, in a separate cost centre, with cash reserves held in a separate bank account and earmarked reserve. I will review transactions relating to West Hoe Cemetery at my next interim audit.

**B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.**

**First Interim Audit**

The Financial Regulations were last reviewed at Full Council in March 2025, and an appropriate minute recorded in a meeting of Full Council (326/24). Standing Orders were reviewed at the June Full Council meeting (58/25). Both documents are based on current NALC templates.

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to Omega by office staff. The RFO produces a schedule in excel setting out a schedule of all supplier accounts requiring payment. This report is taken to the next available meeting of The Finance Policy and Resources Committee, where transactions are authorised by Council for payment. Payments are set up at bank by RFO and authorised by the Clerk, as set out in the Council's financial regulations. There has been no change to this process in 25-26.

**Expenditure Testing**

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 8 months of 25-26, transactions were selected from months 3, 5 and 7. I tested 9 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
- Approval to pay recorded in minutes of F&GP Committee meeting

Approval to make purchase was agreed back to relevant committee minutes for all items in excess of £5000 ( building maintenance and improvements and legal costs).

**C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

**First Interim Audit**

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. I confirmed with the RFO that the risk assessment will be presented to Full Council in in early 2026. This must be approved at Full Council before the end of March, I will review the risk assessment at a later audit.

The Council is in the process of moving to a new insurer, with the new policy due to start in December. I will therefore review insurance schedules at my second interim audit, once the new policy is in place.

The RFO confirmed that the last professional assessment of rebuild cost of Council buildings occurred in 2021. The requirements of the new insurer re: building valuations should be reviewed in the next 2-3 months to assess when the next revaluation should occur.

For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.

**D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

**First Interim Audit**

The Council continues to monitor its financial position effectively. F&PR meets monthly, and at each meeting the RFO presents the following reports

- Schedule of payments for approval
- Bank account reconciliations for the month
- Balance sheet and assessment of the Council finances
- Income and Expenditure report
- Earmarked reserves report
- budget monitoring

A summary of these reports are then reported to the next Full Council meeting

I reviewed reports produced for the November meeting of F&PR, which reported on the period to the end of period 6. Reporting to members is comprehensive and timely.

I confirmed by review of minutes and agendas that budget setting for 26-27 is well under way. The draft budget has been through the Committee process and was reviewed by F&PR committee at the meeting on 4 November 2025. Final review by Committees is currently being carried out, and the budget and precept are due to be approved at the Full Council meeting in December. The Council is well placed to meet precepting authority deadlines

I will review earmarked reserves at my year end audit.

**E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

**First Interim Audit**

The sales ledger balance at 19.11.25 stood at £6,212, all current debt. The sales ledger is well managed.

I selected a sample of receipts at random from the cashbook from the first 8 months of the financial year. For all items tested I was able to

- Agree receipt back to invoice raised by the Council
- Confirm fees charged could be agreed back to approved fees and charges ( hall rents)
- Refund of costs paid agreed to supplier dispute records

I confirmed that the capital receipt for the sale of Well House is held in the capital receipts reserve. This credit can only be spent on capital projects.

**F - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.**

**First Interim Audit**

No petty cash

**G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.**

Test at second interim audit

**H - Asset and investments registers were complete and accurate and properly maintained.**

Final audit test

**I – Periodic and year-end bank account reconciliations were properly carried out.**

**First Interim Audit**

The Council has four bank accounts, 3 with Unity Account , and 1 investment account with Arbuthnot Latham. I reviewed the bank reconciliation file and there is clear evidence that reconciliations on all accounts are completed promptly each month by the RFO. Evidenced review of the bank reconciliations is provided by the reviewing councillor. I reperformed the bank reconciliations for September 2025.

	Balance sheet	Cashbook per bank reconciliation	Bank statement	Notes on bank rec
Unity Savings *254	151,393	151,393	151,393	Reconciliation signed by RFO and Cllr Conduct 28 October
Unity Savings *241	328,573	328,573	328,573	Reconciliation signed by RFO and Cllr Conduct 28 October
Unity Current	20,651	20,651	20,651	Reconciliation signed by RFO and Cllr Conduct 28 October
Arbuthnot 3 month	629,654	629,654	629,654 (deposit confirmation)	Reconciliation signed by RFO and Cllr Conduct 28 October

The Council continues to operate a sound system of bank reconciliations . All accounts are reconciled promptly, and councillor review is carried out in line with financial regulation requirements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to the F&PR Committee on a regular basis – September bank reconciliations reported to November F&PR meeting.

The Council has an investment strategy in place, as required by regulations. The next review of this policy is due in May 2026.

**L - 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**

Year end test

**L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

## **First Interim Audit**

The Council continues to meet its Transparency Code obligations by publishing information on the Transparency page on the website. I checked 25-26 data at my first interim audit as follows:

- Payments to suppliers in excess of £500 – published to end September 2025
- Contracts and tenders – up to date, includes 25-26 contracts

The Council is compliant with the requirements of the Transparency Code.

## **M: Exercise of Public Rights - Inspection of Accounts**

Inspection periods for 24-25 accounts were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	10 June Full Council
Date Inspection Notice Issued and how published	16 June - noticeboards and website
Inspection period begins	17 June
Inspection period ends	28 July
Correct length	Yes

I am satisfied that the Council met the requirements of this control objective.

## **N – Compliance with Publishing Requirements 24-25 Accounts**

The Council's 24-25 AGAR and the external audit certificate are published on the financial information tab of the Council website. External audit certificate is clear. The Conclusion of Audit certificate is also published, dated 10 September, before the statutory deadline of 30 September, and after the date of the audit certificate – 9 September. The audit certificate has been reported to the October meeting of Full Council (PC193/25) I am satisfied that the Council met the requirements of this control objective.

## **0 - Trust funds (including charitable) The council met its responsibilities as a trustee.**

The Council is not a trustee – confirmed with RFO.

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☎ 07958 990310

✉ [mike@aprilskies.co.uk](mailto:mike@aprilskies.co.uk)

Company Registration Number 14174016  
6 Uplands Road, Farnham GU9 8BP

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# April Skies

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## Accounting

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I would like to thank you for your assistance with the audit. I look forward to working with you on the next interim audit in the new year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Yours sincerely



Mike Platten CPFA



# April Skies

## Accounting

### Appendix A – Matters arising - Interim Audits

Matter Arising	Recommendation	Council Response
For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.	For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 of the Practitioners' Guide at a meeting before the end of the financial year.	The Council will consider its compliance at the Finance, Policy and Resources Committee meeting of 2/12/25 and the full Council meeting of 9/12/25.



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

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

**2.12.25**

#### **Agenda Item 12 – Addition to Council Insurance Policy 2025-26**

*– for ratification*

With regards the Council insurance policy accepted at last month's full Council meeting, the broker (James Hallam Council Cover) asked the Council to consider adding terrorism cover to this policy at an additional cost of £411.40 (including IPT) per annum.

If any of our building were to be destroyed by an act of terrorism they would not currently be covered.

In order to progress the acceptance of the quotation I consulted the Chairman, Vice Chairman and the Chairman of the Finance, Policy and Resources Committee, who were all in agreement that this was worthwhile cover and to proceed.

**Proposal:** To ratify the decision to add terrorism cover to the commercial combined insurance policy with James Hallam Council Cover, at a cost of £411.40

**Finance Manager 18.11.25**



## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

2.12.25

#### **Agenda Item 13 – Upgrade to Rialtas System**

*– for consideration and approval*

The Council have been considering for some time, a way to provide an online calendar for hirers. Rialtas have just released their new Bookings Portal (see attached information). This system is designed to simplify facility administration and save valuable time. I attended an online presentation and do believe it could be beneficial to the Council. Hirers are able to view a live online calendar and book in their hire request. This will be held in the diary and an email sent to the relevant person for them to make contact with the hirer to confirm. The full cost to set up the booking's portal is £86.00 with an additional ongoing cost of £200 per year for annual support and maintenance (for up to five users).

To enable the use of this new Booking Portal the Council will need to upgrade to RialtasWeb also. RialtasWeb is a secure Cloud platform offering easier access, faster performance and automatic data backup.

#### **Benefits**

- Access your Rialtas Suite from any internet connected device via a web browser
- No need for local servers or installations
- Secure cloud hosting with backups managed
- Peace of mind with disaster recovery and data protection
- No installation fees
- Pay per user

#### **Data Back Up & Security**

- Backups retained daily, weekly, and monthly
- File attachments stored for the life of your contract
- Disaster recovery powered by IONOS Cloud infrastructure
- Create manual point-in-time backups anytime within the app

The additional annual support and maintenance of this product is £541.00.

#### **Proposal:**

To consider and approve the purchase of the Rialtas Booking Portal and Rialtas Web for a one-off cost of £86.00, and then additional £741.00 per annum.

**Finance Manager**  
**18.11.25**

**Bishop's Waltham Parish  
Council,  
The Jubilee Hall,  
Little Shore Lane,  
Bishops Waltham,  
SO32 1ED**



Expiry Date 07/12/2025

Ongoing Support & Maintenance Charges Apply Annually With Effect From 1<sup>st</sup> April.  
If you wish to proceed with this order, please sign below, indicating your acceptance of the quotation and terms and conditions.

**Position:**



# Terms and Conditions

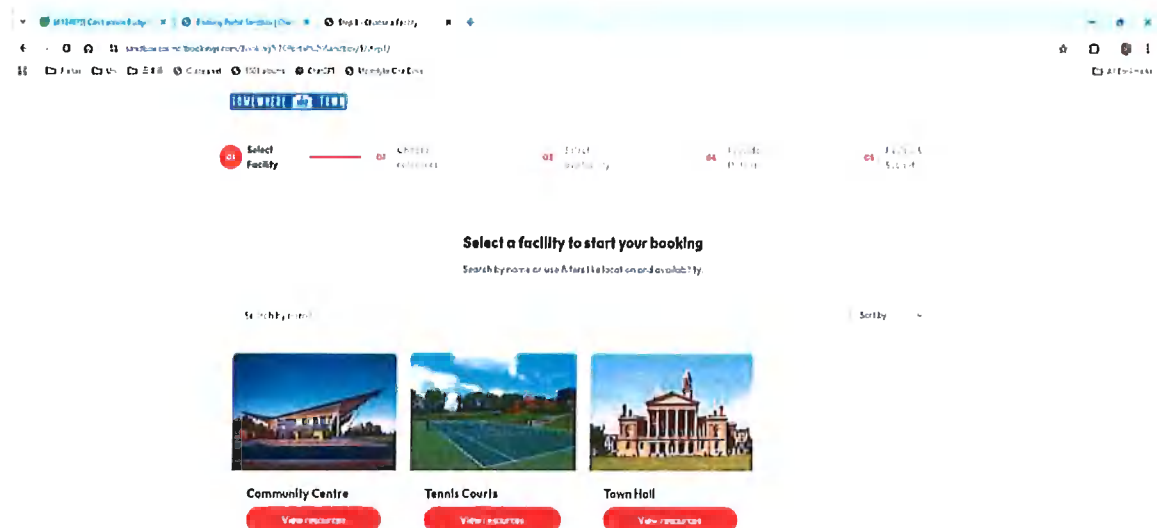
Please read the terms and conditions carefully. This forms the contract between the customer and our company and in the event of a conflict, these terms and conditions shall prevail.

## Software Purchase Terms and Conditions

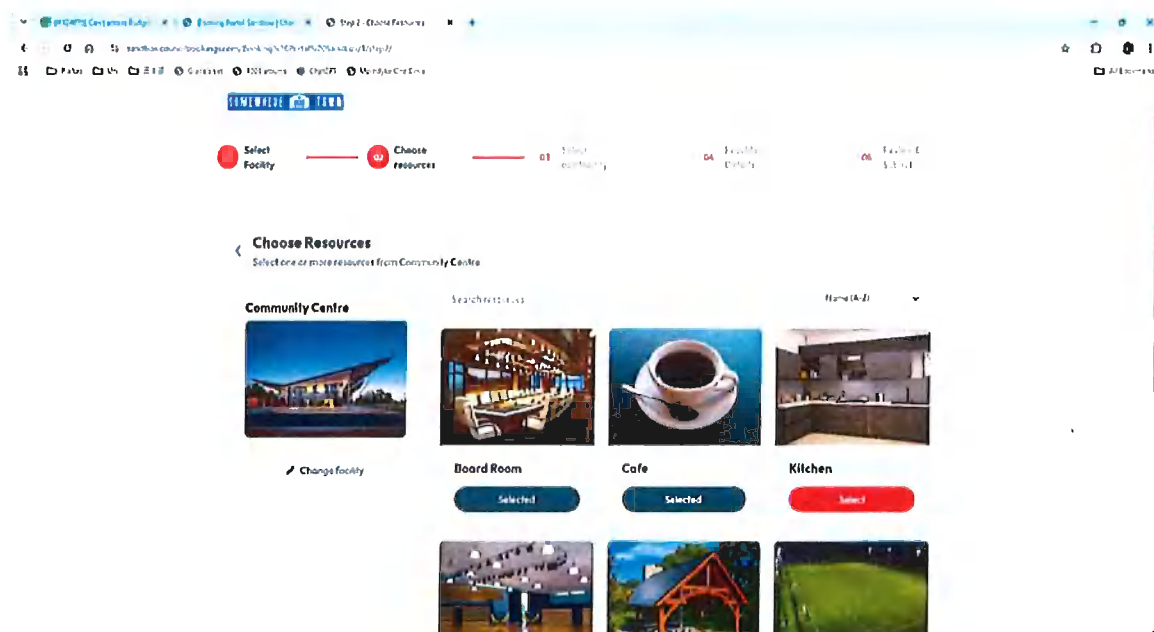
- 1 Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months' notice.
  - 2 Support and Maintenance Fees are reviewed annually and will change over the contract term; these will be charged in advance for period to 31<sup>st</sup> March annually. The initial period commences upon the installation and setup.
  - 3 Fees shall be applicable and charged from the initial scheduled go-live date, irrespective of any subsequent modifications.
  - 4 If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
  - 5 A cancellation fee of £100 is applicable upon cessation for read only access.
  - 6 Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
  - 7 Support and Maintenance services are provided subject to the Terms and Conditions of those services.
  - 8 We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
  - 9 We do not offer our software without a support and maintenance contract. If this is ceased and a client then wishes to re-instate they may either pay the equivalent of the missing years support or purchase the software again whichever is most cost effective.
  - 10 It is the responsibility of the Customer to ensure that all necessary equipment, documentation, and other resources required for the delivery of the agreed Software /and/or Professional services are provided within 5 business days from initial request.
  - 11 It is the responsibility of the Council to back up the software and email the back up on a monthly basis where the data bank service is activated. No reminders are issued.  
Points 12:13:14:15 apply to only those customers who have taken the Allotment Inspections Feature:
  - 12 Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at [info@bbits.co.uk](mailto:info@bbits.co.uk).
  - 13 Rialtas are providing the following aspects of the Allotments solution:
    - a. Ability to import the Mobile Inspections App data.
    - b. Ability to view the photographs captured by the Mobile App.
    - c. Ability to provide an export of Plots and Conditions to enable Bbits to configure the App with relevant information for the customer.
  - 14 Bbits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
    - a. Ability to import the Mobile Inspections App data.
    - b. Ability to view the photographs captured by the Mobile App.
    - c. Ability to provide an export of Plots and Conditions to enable Bbits to configure the App with relevant information for the customer.
    - d. Mobile Inspections App User Support
  - 15 Rialtas and Bbits are each responsible for their respective aspects of the solution. The customer understands and will contact the relevant company related to the functionality.
- [ ] Tick if you do not consent to receiving marketing emails from Rialtas including promotions, updates about our products and services, and for the council to be included in our social media, marketing, and literature.

# Crimson/Slate

## Step 1



## Step 2







# Move to the Cloud!

Your system, elevated to new heights



No need to maintain or back up a local server



Access your system from anywhere with an internet connection



Automatic updates and backups handled by us



No additional installation fees - making the transition easy and efficient

**Migration takes around 1 hour** and the process is completely straightforward!

## How It Works

- 1 We take a backup of your existing data
- 2 Your data is securely migrated to our cloud server
- 3 We provide you with login credentials
- 4 You start accessing your system from a web browser

## Ready to Get Started?

Please email [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk) stating how many users will require access to RialtasWeb and we will provide you with a tailored quote.

**Note:** All existing users will need to log out during the migration window to ensure a smooth transition.

Questions? We're here to help! 



## Rialtas Data Processing Agreement

This Data Processing Agreement is issued in conjunction with our Terms and Conditions issued as part of the Quotation process, and covers the additional requirements as dictated by Data Protection Legislation including the GDPR.

This Agreement dated ...../...../..... is between:

- (1) ..... ("the Data Controller") and
- (2) Rialtas Business Software Limited ("Solution Provider")

### 1 Definitions

**'Agreement'** means the Rialtas Data Processing Agreement.

**'Applicable Law'** means any legislation applicable to the processing, protection, confidentiality or privacy of Personal Data, including but not limited to the GDPR.

**'Disclosure'** means any form of disclosure of the Data or any copies thereof to a third party, including, but not limited to, the transfer of data to a third party and the remote access to the data by a third party.

**'GDPR'** means the General Data Protection Regulation.

**'Party or Parties'** means Rialtas or 'the Data Controller'.

**'Controller', 'Processor', 'Personal Data', 'Personal Data Breach' and 'Processing'** all have meaning assigned to them in article 4 of the GDPR.

**'Solution Provider',** means the provider of the software and hosting solution to which this agreement relates.

**'Third Party',** means any party other than the parties to this agreement.

**'Transfer'** of personal data means forwarding, copying and providing remote access to Personal Data.

**'User'** means the individual Rialtas user whose personal data is processed by us in connection with their use of Rialtas.

**'You'** means 'the Data Controller'

**'Our or We'** means the 'Solution Provider' unless stated otherwise.

## 2 Scope

Our provision of Rialtas to you may involve that we process personal data relating to your users. You agree that we only process personal data that is created and stored by you as part of your use of the Rialtas software (for example, Customer Records). Our obligation to you as a processor is limited to the personal data we store on your behalf.

## 3 Our Obligations as Processors

The Solution Provider, as a processor:

- Shall conduct the processing in accordance with the applicable law, this agreement and all further reasonable commercial instructions you provide to us with regard to the processing.
- Shall perform the processing appropriately and accurately and only insofar as needed to provide the Rialtas Service and not process personal data for purposes not authorised by you.
- Shall ensure that only our personnel to the extent required to provide you with the Rialtas Service and enabling us to meet our obligations pursuant to this agreement shall have access to Personal Data and shall require such personnel to protect and maintain the confidentiality and security of personal data.
- Shall implement the technical and organisational security measures, to protect personal data against unauthorised or unlawful processing, accidental or unlawful destruction or accidental loss, alteration, damage, unauthorised disclosure or unauthorised access by any person.
- Shall not disclose personal data to any third party without your written authority, or if the disclosure is obligated by mandatory law, for example by being issued by a warrant from an official law enforcement agency.
- Shall cooperate with you to address and resolve any complaints, requests or enquiries from users, as well as to address any investigations, inspections or audits by any public authority into your practices with respect to processing.
- Shall not store any data outside the UK and European Economic Area (EEA).
- Shall maintain in place procedures to enable you to comply with requests for information by users. All requests for information shall be answered within one week. We shall not respond directly to users ourselves.
- If we suspect any breach of personal data, we shall inform you immediately by email to the Chief Officer.
- We shall not be responsible for the length of time that personal data is stored on our systems, it is your responsibility as the Data Controller to manage personal

data in accordance with your privacy policies. Upon termination of the agreement we shall return all personal data in our possession and delete such personal data from our file servers.

#### 4 Your obligation as a Data Controller

As a controller you shall:

- Provide us with any specific documented instructions with regard to the security and confidentiality of personal data in accordance with applicable data protection legislation;
- Inform us of any legitimate inspection or audit of the processing by any competent authority which relates to our processing;
- Inform us in writing as soon as reasonably possible of any access requests, requests for correction or blocking of personal data or any objection related to our processing;
- Make sure that all of your instructions are in line with applicable law;
- Ensure that your users only process information as authorised by your IT usage protocols.

#### 5 Termination

As defined in the Terms and Conditions of the Rialtas Quotation.

#### 6 Force Majeure

In the event of a Force Majeure situation, the party being delayed shall inform the other party as soon as possible but in the event within 1 day after the commencement of such Force Majeure situation specifying the nature of the Force Majeure situation as well as the estimated duration thereof. In the event of the Force Majeure situation continues for a period of more than thirty days, then either party is entitled to terminate this and the hosting agreement by simple notice in writing and without either party being liable for damages towards the other party. If the affected party does not wish to terminate this agreement in accordance with the above, the respective parties rights and obligations shall be suspended and a new time schedule shall be agreed upon between the parties.

'Force Majeure' shall be understood to mean and include damage or delay caused by unavailability of telecommunications connections and underlying infrastructure, acts or regulations or decrees of any government, natural phenomena such earthquakes and floods, fires, riots, wars, freight embargoes, lockouts or other causes whether similar or dissimilar to those enumerated above unforeseeable beyond the reasonable control of the participating

parties and which prevent the total or partial carrying out of any obligations pursuant to these agreements.

#### 7 Jurisdiction

This Agreement shall be governed by and construed in accordance with the law of England and Wales and the parties shall submit to the exclusive jurisdiction of the Courts of England and Wales.

SIGNED BY RIALTAS BUSINESS SOLUTIONS LTD



SIGNED FOR AND ON BEHALF OF THE DATA CONTROLLER

.....



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

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

**2.12.25**

#### **Agenda Item 14 – Purchase of Office Software**

*– for consideration and approval*

The Marketing, Communications and Events Manager has requested the Council consider purchasing Canva software, an online graphic design tool used to create social media posts.

There is no current budget for the purchase of software so this will be coded to Office Supplies 4025/100. This budget line is already overbudget.

**Proposal:**

To consider and approve the purchase of Canva software.

**Finance Manager**  
**18.11.25**

## Most popular

For one person

### Canva Free

Design anything and bring your ideas to life. No cost, just creativity.

£0

/year for one person

Get started

Features you'll love:

- ✓ Easy drag-and-drop editor
- ✓ 2M+ professionally-designed templates
- ✓ 1000+ design types (social posts, docs, presentations, sheets, and more)
- ✓ Explore premium AI features like design, text, image and code generation, with limited monthly access

For one person

### Canva Pro

Unlock premium content, more powerful design tools, and AI features.

£100

/year for one person

Start a free trial

Everything in Free, plus:

- ✓ Unlimited access to premium templates
- ✓ 140M+ photos, videos, graphics, audio
- ✓ 1000 Brand Kits to manage your brand
- ✓ High access to premium AI features, plus a taste of our most advanced AI\*
- ✓ Boost creativity and productivity

For your team

### Canva Teams

Transform teamwork, grow your brand, and simplify workflows.

£90

/year per person

Minimum 3 people (£270/year)

Custom

People

Start a free trial

Contact Sales

Everything in Pro, plus:

- ✓ Scale your brand and centralize assets
- ✓ Ensure brand consistency with approvals
- ✓ Edit, comment, and collaborate in real time
- ✓ High access to premium AI features, plus a taste of our most advanced AI\*
- ✓ Generate on-brand text and visual

For your organization

### Canva Enterprise

Empower your organization with an in-one workplace solution.

Let's talk

Get in touch to learn more

Contact Sales

Book a demo

Everything in Teams, plus:

- ✓ Centrally manage multiple teams and brands
- ✓ Set individual or group design approvals
- ✓ Control access to Canva's content and templates
- ✓ Higher access to premium AI features, plus a taste of our most advanced AI\*
- ✓ Indemnification for AI output\*





## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

2.12.25

#### Agenda Item 15 – New WCC Street Cleansing and Grounds Maintenance Service

– for consideration

**From:** Waste & Environmental Services Programme Manager

**Sent:** 24 November 2025 08:13

**To:** Parish Clerks

**Subject:** New Street Cleansing and Grounds Maintenance Service – Have your say!

Dear Councillors,

Winchester City Council is preparing to retender the contract for grounds maintenance and street cleansing across the district.

At Cabinet last Wednesday, Members agreed a procurement process that aims to secure a modern, flexible contract, supporting the delivery of high-quality services, best value for money, and contributing to cleaner, greener neighbourhoods across the district.

We are working to deliver this new contract on an accelerated timeline, and because we want this service to reflect local priorities, your input is vital.

We invite you to **share feedback** based on observations and experiences in your area over the past three years. Please let us know what aspects of our service are working well and where improvements could be made. You can provide your insights by completing the form - [Your voice matters – Grounds Maintenance and Street Cleansing](#) by **08 December 2025**.

Please note that we must remain within the existing budget. So, while we welcome innovative ideas, not every suggestion may be feasible within these constraints.

Another way to get involved is to join our **drop-in session** on Microsoft Teams to discuss the procurement process and supplier insights gained through our pre-market engagement survey:

- Date: 10 December 2025
- Time: 6:30 pm

Please confirm attendance by completing the form linked above by 08 December.

Your local knowledge is invaluable, and we appreciate your support in shaping a service that works for all our communities.

Thank you,

Waste & Environmental Services Programme Manager

.....  
**Proposal: To consider the correspondence tabled and make recommendations as a result.**

Executive Officer  
25.11.25





## Bishop's Waltham Parish Council

### Finance, Policy and Resources Committee

2.12.25

#### Agenda Item 16 – Parish Council Draft Budget Setting and Precept for 2026/27

– for consideration

The draft budget has been presented at each Committee for final comments. The only two further suggestions for change are as below:-

The Halls and Grounds Committee considered their draft Committee budget in their meeting held on Tuesday 18<sup>th</sup> November and the following was resolved:

##### **HG168/25 Draft Committee Budget 2026/2027 – for consideration**

The Committee reviewed the budget drafted by the Finance Manager and Working Group. Care had been taken to ensure maintenance and running costs were appropriately budgeted for. Capital projects spending would be reviewed again by the working group.

##### **Action: Budgeting Working Group**

**Resolved: To approve the draft Halls and Grounds Committee budget for the 2026/27 financial year and to forward to the Finance, Policy and Resources Committee for approval with a requested addition of £8,500.00 for remedial works to the Ponds Lane Bridleway.**

**Proposed: Cllr Wilson Seconded: Cllr Nicholson All in favour. Action: Committees Officer**

The Community and Environment Committee (CEC) considered their draft Committee budget in their meeting held on Monday 24<sup>th</sup> November and the following was resolved:

The expenditure relating to the renovation of the fabric of the Red Lion Information Kiosk and its internal fittings is shown below, thus £750 is suggested as an appropriate sum to be included in the 2026/27 budget for this project:

##### **CE125/25 Parish Council Budget Setting 2026-2027**

Additional funds to improve the appearance of the telephone box on St George's Square would be requested, with the sum requested to be based on the cost of the work undertaken by the Men's Shed on the Red Lion Street kiosk.

**Resolved: To approve the draft Community and Environment Committee budget for the 2026/27 financial year and to forward to the Finance, Policy and Resources Committee for approval with a request that additional funds be included for maintenance works for the St George's Square telephone box to be adopted by the Parish Council.**

**Proposed: Cllr Latham Seconded: Cllr McLean All in favour. Action: Clerk**

Telephone box parts and materials = £698.32 (excluding VAT)

Internal fittings (leaflet holders) = £45.67 (excluding VAT)

**Proposal i) To adjust the draft Halls and Grounds Committee budget to include £8,500 for remedial works to the Ponds Lane bridleway.**

**ii) To adjust the draft Community and Environment Committee budget to include £750 for renovation of the St George's Square telephone box**

**Committees Officer 27.11.25**





## Bishop's Waltham Parish Council

### Finance, Policy & Resources Committee

2.12.25

#### Agenda Item 17 – Change of Law: Sexual Harassment in the Workplace

– for consideration

#### SEXUAL HARASSMENT IN THE WORKPLACE – CHANGE OF LAW 16 NOVEMBER 2024

**"Everyone is entitled to a workplace where they feel respected, safe and comfortable".**

- The UK law was introduced in late November 2024, and everyone must comply or face serious consequences.
- BWPC, its employees and Councillors **"MUST TAKE ALL REASONABLE STEPS TO PREVENT SEXUAL HARASSMENT"**.
- Sexual Harassment is different to Harassment.
- BWPC is the employer for all the BWPC employees.
- Third parties are now covered in this legislation I.E. Members of the Parish in Parish meetings.
- BWPC must have a Sexual Harassment Policy.

#### **Individual Rights:**

- Persons must make their complaint to their manager (or BWPC chairperson if their manager is implicated).
- Everyone must follow the Sexual Harassment Policy/Grievance Policy.
- A record of events must be documented.

#### **Witnesses:**

- If anyone witnesses Sexual Harassment stop it happening (if you feel safe).

#### **Resolving the incident:**

- ✓ Try and solve the issue informally.
- ✓ If informally doesn't work - follow the Sexual Harassment Policy/Grievance Policy.

#### **Prevention:**

- ❖ Management structure in place.
- ❖ Decision CAN NOT be delegated to an individual.
- ❖ Make sure everyone knows where the policies are held.
- ❖ Document everything.

#### **Proposal:**

1. To consider the HALC model Prevention of Sexual Harassment Policy, with Risk Assessment and Action Plan prepared by Cllr Jones, for adoption by BWPC
2. To ensure all staff and councillors are aware of the Policy and undertake any necessary training

Cllr Jones 13.11.25

**SEXUAL HARASSMENT SCENARIOS (USED ON THE HALC COURSE of 13.11.25)**

***(AUTHORITY TO USE - HALC)***

**Number One:**

Sarah is a new employee at the council. The council chair (Mark) often comments on her appearance saying things like “You look good in that dress” or “I bet the guys are checking you out”. He also stands very close to her when they talk and sometimes touches her shoulder or back. Sarah feels uncomfortable but doesn’t say anything because she doesn’t want to make a scene or lose her job.

**Question: Is this Sexual Harassment? Yes/No**

.....

**Number Two:**

Does Sexual Harassment only happen between people of opposite genders?

**Answer (Only one is correct) – A/B/C**

- A: Sexual Harassment can never happen between people of the same gender?
- B: Sexual Harassment can also happen between people of the same gender?
- C: Sexual Harassment only happens between people of the opposite gender?

.....

**Number Three:**

To encourage Employees to report unwanted and inappropriate behaviours, the employers should...?

**Answer (Only one is correct) – A/B/C/D**

- A: Provide a contact number to all employees
- B: Provide a security person to each employee
- C: Train all employees to be comfortable with unwanted and inappropriate behaviour
- D: Train everyone on recognising and understanding Sexual Harassment and put Policies and Procedures in place

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**ANY FURTHER QUESTIONS ON THIS TOPIC TO BE REFERRED TO CLLR JONES**

# Prevention of Sexual Harassment Policy

[Insert local council's logo]

## 1. Policy Statement:

(Council Name) is dedicated to providing a working environment that is free of harassment and bullying, and where everyone is treated and treats others, with dignity and respect. The Council will not permit or condone any form of bullying or harassment.

As a responsible and inclusive employer, and in full understanding of our obligations under the Worker Protection (Amendment of Equality Act 2010) Bill effective of October 2024, (Council Name) is committed to taking proactive steps to prevent employees experiencing sexual harassment in the course of their employment and also to comprehensively investigating and finding resolution to any alleged acts of sexual harassment.

## 1. Policy Scope:

This policy applies to (Council Name) (the Council).

This policy applies to all employees of the Council. For clarity, the term employee refers to direct employees only.

This policy considers sexual harassment occurring 'in the course of employment'. This covers sexual harassment occurring within the workplace but also covers sexual harassment occurring at a work-related event such as conferences or leaving drinks and acknowledges that the council should seek to prevent third-party sexual harassment.

This policy is non-contractual and does not impact upon an employees statutory rights. The Council reserves the right to amend, withdraw or replace this policy at any time.

## 2. What Is Sexual Harassment?

- 3.1 Sexual harassment is unwanted attention that violates a person's dignity or creates an offensive or degrading environment. Sexual harassment makes the person, or persons, affected feel uncomfortable, threatened or offended. It is the effect that matters regardless of whether or not the effect was intended.
- 3.2 A range of behaviours recognised to be forms of sexual harassment are listed below. However, this list is not exhaustive. It is important to bear in mind that sexual harassment covers a very broad spectrum of behaviour, and may not always appear to be overtly sexual in nature, but can include:

- sexual images displayed or shared;
- offensive words or comments;
- demeaning or humiliating behaviour or language;
- references to someone's body;
- intrusive questions about someone's private life;
- stalking, including online stalking;
- sexual gestures, such as simulating sexual acts;
- unwanted touching, such as putting hand on someone's knee or hugging them;
- unwanted sexual attention whether verbal or physical;
- coercing someone into sexual relations through pressure, manipulation or threats, or offering rewards in exchange for sex;
- sexual violence, including rape, or threatening to carry out sexual violence or unwanted sexual acts.

3.3 Sexual harassment is often considered a disciplinary offence and, in some cases may also be a criminal offence.

3.5 Although, statistically, women are more likely to experience or report sexual harassment, it can happen to anyone. Sexual harassment does not always occur in plain sight. It can happen in-person and online, and outside of as well as during working hours. Regardless of when and how it occurs, the council will consider any sexual harassment involving employees as a workplace issue and will take action in line with our disciplinary policy accordingly.

### **3. Our Commitment:**

4.1 The council will deliver regular training sessions for all employees to ensure they have a comprehensive understanding of what sexual harassment is and their role in preventing and addressing it.

4.2 The council will also ensure that training, education and guidance is given to all line managers to give them the confidence to tackle sexual harassment.

4.3 The council recognises the need for regular risk assessments and audits to identify and mitigate risks of sexual harassment. We will actively consider the risks of sexual harassment occurring in the course of employment and devise and implement reasonable steps we can actively take to reduce those risks and proactively prevent sexual harassment occurring.

4.5 We will follow a clear, fair and supportive procedure to encourage the reporting of potential or alleged sexual harassment in the course of employment which is described below.

### **5. Leading By Example:**

5.1 All officers and line managers must foster a culture built on mutual respect where all employees feel safe to share their views and raise concerns. The council expects officers and line managers to act as role models by consistently demonstrating respectful and inclusive behaviour. This includes being aware of how their own status and actions may impact on others.

- 5.2 In addition to self-awareness the council expects and encourages officers and line managers to regularly seek and act on feedback from their teams and peers in regards to an inclusive culture actively engaged in preventing sexual harassment.
- 5.3 Preventing sexual harassment requires officers and line managers to communicate that any form of unfair treatment such as sexual harassment will not be tolerated. Offensive behaviour can sometimes be excused as banter or jokes, so officers and line managers must maintain high standards, even when they may face criticism for doing so.
- 5.4 The council will give appropriate training, education and guidance to officers and line managers to ensure they have the confidence and capability to be proactive and deal with unacceptable behaviour at the earliest possible stage.
- 5.5 An officer or line manager, are also well placed to pick up on any underlying tensions that could indicate potentially inappropriate behaviours or attitudes. These may include employees unwilling or reluctant to work together, heated exchanges or perceived favouritism.
- 5.6 The council will support and train officers and line managers so that they are able to foster a culture of open communication and reinforce values based on dignity and respect as this will enable them to understand and resolve issues in their team proactively, quickly, effectively and impartially.

## **6. How We Can All Help Prevent Sexual Harassment:**

- 6.1 We all have a shared responsibility to help create and maintain an environment free of sexual harassment. You can do this by:
- Considering how your own behaviour may affect others, and amending it accordingly;
  - Being receptive, rather than defensive, if asked to modify your behaviour;
  - Treating your colleagues with dignity and respect;
  - Taking a stand if you think inappropriate comments, jokes or behaviour is occurring;
  - Making it clear to others if you find their behaviour unacceptable;
  - Intervening if possible to stop sexual harassment and giving support to others;
  - Reporting sexual harassment or potential sexual harassment in the appropriate manner to either your line manager, or a member of the council.

## **7. What To Do If You Are Concerned About Sexual Harassment:**

- 7.1 The following process can be followed by any employee of the council. You can follow this process if you feel you are experiencing sexual harassment or if you witness sexual harassment or have a concern that another colleague may be experiencing sexual harassment.
- 7.2 The council commits to treating all allegations of sexual harassment with the upmost seriousness. A fair and equitable process will be followed to ensure all concerns are

investigated thoroughly to allow matters to be resolved promptly whilst ensuring all parties are treated sensitively and in a confidential manner.

### **7.3 Informal approach:**

You may be able to sort matters out informally. The person may not know that their behaviour is unwelcome or upsetting, so an informal discussion may help them to understand the effects of their behaviour and agree to change it.

If you feel able to, tell the person what behaviour you find offensive and unwelcome and say that you would like it to stop immediately. You are encouraged to keep a note of the date and what was said and done. This will be useful if the unacceptable behaviour continues and you wish to raise the matter formally.

If this is too difficult for you, please speak to your line manager, for advice and assistance. They may, with your agreement, speak to the person concerned on your behalf.

If the informal approach is not appropriate, or has not been successful, you should raise the matter formally through the councils grievance procedure.

### **7.4 Formal procedure**

When any employee feels that they need to deal with an issue of sexual harassment formally, you should make a formal complaint in accordance with the councils grievance policy.

Your written complaint should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

If you wish to make a formal complaint about victimisation, you should submit it in writing to your line manager or the staffing committee.

All complaints of this nature will be investigated in a timely, confidential and sensitive manner. The investigation will be conducted by someone with appropriate seniority, training and experience and with no prior involvement in the complaint. Details of the investigation and the names of any persons involved will only be disclosed on a 'need to know' basis. The council will consider whether any steps are necessary to manage the ongoing employment relationship between all parties involved.

If the report does not come directly from the person being harassed, the nominated investigator will confidentially speak to the person affected and ideally encourage them to report. In cases where individuals are reluctant to report despite encouragement, the investigating manager needs to respect the wishes of the person making the complaint as far as possible.

Once the investigation is complete, the council will inform all parties (separately) of its decision. Whether or not a complaint is upheld, the council will consider how best to manage any ongoing working relationships between all parties. As a general principle, the decision whether to progress a complaint is up to you. However, the council has a duty to protect all staff and may pursue the matter independently if, in all the circumstances, it considers it appropriate to do so.



If it is considered that there is a case to answer and the harasser is an employee, the matter will be dealt with as a case of possible misconduct or gross misconduct under the councils Disciplinary Procedure. The investigation into your complaint may be put on hold pending the outcome of the Disciplinary Procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as a member of the public, contractor or other visitor, we will consider what action would be appropriate to deal with the problem.

## **7.5 Supporting the investigation**

All reports of sexual harassment should be believed and protecting the person who raised the complaint or who is the recipient of sexual harassment should be paramount. Alongside this, the alleged harasser also needs to be treated fairly in line with procedure and the law.

In some cases, more immediate action may need to be taken, such as suspending or moving the alleged harasser. Care must be taken to ensure no action is taken that could be perceived as punishing any person who raises a complaint.

## **8. If You Witness Sexual Harassment**

8.1 Employees who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:

- 8.1.1 Intervening where you feel able to do so.
- 8.1.2 Supporting the victim to report it or reporting it on their behalf.
- 8.1.3 Reporting the incident where you feel there may be a continuing risk if you do not report it.
- 8.1.4 Co-operating in any investigation into the incident.

8.2 All witnesses will be provided with appropriate support and will be protected from victimisation.

## **9. Providing Support**

9.1 The council understands that reporting sexual harassment takes courage and can be extremely stressful. We will ensure that any individuals raising a concern or complaint are given reassurance and support throughout the process. This support may also need to be extended to any employees who have witnessed sexual harassment.

9.2 The council educates leaders and line managers to be vigilant for signs of victimisation whereby an employee is treated less favourably because they have reported sexual harassment and will take appropriate action through our disciplinary policy if required.

## **10. CONSEQUENCES OF A BREACH OF THIS POLICY:**

10.1 If after due investigation, we consider that an incident of sexual harassment has occurred, the matter will be dealt with under the disciplinary procedure as a case of possible

[insert name of local council] Parish/Town (delete as appropriate) Council  
Prevention of Sexual Harassment Policy

misconduct or gross misconduct. The person concerned may be suspended on full pay during the investigation until any eventual disciplinary proceedings have been concluded. If the complaint is upheld, a disciplinary sanction may be imposed up to and including dismissal, depending on all relevant circumstances.

- 10.2 Incidents of sexual harassment may constitute a criminal offence and the council may suggest that the matter is reported to the police.
- 10.3 In our commitment to prevent sexual harassment in the course of employment, we will fully analyse any unaddressed risks which were not recognised and could have reasonably prevented any incident of sexual harassment and put in place any reasonable measures to prevent a recurrence of a similar nature.
- 10.3 If someone makes a complaint which is not upheld, and the council has good grounds for believing that the complaint was not made in good faith, we may take disciplinary action against the person who made a false complaint.

## **11. Record Keeping:**

Information about a complaint by or about an employee may be placed on either party's personnel file, along with a record of the outcome and any other notes or documents compiled during the process. These will be processed in accordance with our Data Protection Policy.



	A	B	C	E	F	H	I	J	K	L	M	N	O	P		
1	Bishops Waltham Parish Council Prevention of Sexual Harassment Risk Assessment															
2						Activity: Prevention of Sexual Harassment Part 1: Assessment with existing control measures (Hazards)				Reference: BWPC Ver 1						
3										Date: December 2025						
4		Business: BWPC				People affected: Employees, Clients and Visitors Others affected: Sub Contractors Staff and possibly General Public				Assessor: K Jones Chair of FP and R BWPC						
5		Duration: 01 Jan 2026 -01 Jan 2027														
6		Location: ALL BWPC buildings and open areas				PPE Required: NIL										
8	Reviews -				1st Review				2nd Review				3rd Review			
9	Low Risk: Annually				Date 01/06/2026				Date 01/12/2026							
10	Medium Risk: Annually				Assessor				Assessor				Date			
11	High Risk: As soon as possible				Assisted by				Assisted by				Assisted by			
13	Hazard			WHO MIGHT BE HARMED?		(Foreseeable cause) How might they be harmed?		Consequence (outcome)		Existing control measures used				Prob 1 to 5		
14								Details of harm		1 to 5						
15	1	Abusive behaviour	All People Onsite		Making unacceptable comments of a sexual nature in the workplace		Major injury = 3			We have a policy in place for employees and contractors to read and adhere to.  We offer training to all employees to explain why this behaviour is not tolerated.				3		
16																
17																
18																
19																
20	2	Abusive behaviour	All People Onsite		Threat of physical sexual abuse in the workplace		Major injury = 3			We have a policy in place for employees and contractors to read and adhere to.  We offer training to all employees to explain why this behaviour is not tolerated.				3		
21																
22																
23																
24																
25	3	Abusive behaviour	All People Onsite		Banter and Innuendo being used in the workplace		Major injury = 3			We have a policy in place for employees and contractors to read and adhere to.  We offer training to all employees to explain why this behaviour is not tolerated.				2		
26																
27																
28																
29																
30	4	Abusive behaviour	All People Onsite		Any of the above when offsite or in BWPC social settings		Major injury = 3			We have a policy in place for employees and contractors to read and adhere to.  We offer training to all employees to explain why this behaviour is not tolerated.				2		
31																
32																
33																
34																
35	5	Abusive behaviour	All People Onsite		Lack of availability if unacceptable behaviour needs to be reported		Major Injury = 3			We have a policy in place for employees and contractors to read and adhere to.  We offer training to all employees to explain why this behaviour is not tolerated.				2		
36																
37																
38																
39																
40	6	Abusive behaviour	All People Onsite		Imbalance of power between male and female directors		Lost time injury = 2			Promote minority recruitment and promotion within the organisation.				2		
41																
42																
43																
44																
45	7	Abusive behaviour	All People Onsite		Organisation employs male or female dominated workforces		Lost time injury = 2			Get recruiting managers to look for positive traits and behaviours in candidates				2		
46																
47																
48																
49																
50	8	Abusive behaviour	All People Onsite		Lone, unsociable or out of hours working		Major injury = 3			Lone working policy to ensure that the whereabouts of lone workers are known at all times.				2		
51																
52																
53																
54																
55	9	Abusive behaviour	All People Onsite		Harassment via Social Media, Messenger Services or Email		Single fatality = 4			IT and Social Media usage policies in place that cover harassment. Training on the above policies carried out during induction				3		
56																
57																
58																
59																
60	10	Abusive behaviour	All People Onsite		Transient workforce and/or irregular working patterns/hours		Major injury = 3			Ensure that the workforce reads and understands the Organisation's policies on prevention of sexual harassment				2		
61																
62																
63																
64																

## Risk Assessment Part 2: Assessment of risk reduction actions

	Proposed actions (risk reduction measures)	Expected risk after completion of actions			Planned action completion date	Actual completion date	I confirm that the proposed actions have been completed & that expected risk reduction has been achieved	
		Consequence	Probability	Risk			Name	Date
1	Communicate our policy to third parties including customers, suppliers and contractors. Put up signage in communal and public areas to advise that sexual harassment is not acceptable	2	2	4	01/12/2025			
2	Communicate our policy to third parties including customers, suppliers and contractors. Put up signage in communal and public areas to advise that sexual harassment is not acceptable	2	2	4	01/12/2025			
3	Communicate our policy to third parties including customers, suppliers and contractors. Put up signage in communal and public areas to advise that sexual harassment is not acceptable	2	2	4	01/12/2025			
4	Send out reminders on acceptable behaviour 48 hours before the event or trip	2	1	2	On-Going	On-Going		
5	Make sure that there are also designated senior officers of BWPC who can be contacted in an emergency	2	1	2	On-Going	On-Going		
8	Taxis arranged for unsociable hours travel to and from work. Implement a system to allow better tracking of employees for safety	2	1	2	On-Going	On-Going		
9	Use AI to track and flag if electronic media is being used for nefarious reasons	3	1	3	On-Going	On-Going		
10	Review patterns of work and make employees permanent if they have a regular pattern of work	1	1	1	On-Going	On-Going		

Consequence					Probability				
People	Assets	Environment	Business impact		Incredibly Low	Improbable	Occasional	Probable	Frequent
Multiple fatalities	Extensive damage	Significant harm	Major long term impact	5	1	2	3	4	5
Single fatality	Major damage	Moderate long term harm	Possible long term damage	4				High	
Major injury	Localised damage	Moderate short term harm	Significant short term impact	3		Medium			
Lost time injury	Minor damage	Low impact little harm	May have some short term impact	2					
First aid injury	No damage	No impact	No impact	1	Low				
Multiply the consequence by the probability to reveal the overall risk rating. E.g. Low impact x Frequent = 10 (medium)									

	Lead Assessor	Accountable Manager
Signed	<i>K. A. Jones</i>	<i>Emma McKenzie</i>
Name (print)	Kevin Jones	Emma McKenzie
Position	Chair FP and R Committee	Executive Officer BWPC
Date		

After ALL actions taken - LOW



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

### **Finance, Policy and Resources Committee**

**2.12.25**

#### **Agenda Item 18 – Staffing Sub-Committee – Updated Terms of Reference**

*– for approval*

The Committee are requested to review the proposed revised Terms of Reference for the Staffing Sub-Committee.

The changes are marked in red in the accompanying document which ensure the delegated powers are clearly defined.

**Proposal: To approve the revised Terms of Reference for the Staffing Sub-Committee and make any further recommendations if required.**

Executive Officer  
25.11.25

## 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~~ 2.12.25.

### 1. Members

The Chair~~person~~ of the Council, the Vice Chair~~person~~ of the Council, the Chair~~person~~ of the Finance, Policy & Resources Committee and the Chair~~person~~ 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 Chair~~person~~ shall have a second or casting vote.

### 4. Interests

If a Member has a personal interest as defined by the Code of Conduct 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. Chair~~person~~

The Chair~~person~~ of the Council will normally be the ~~Chairman~~ Chairperson 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 and approve staffing structures and report decisions to the Finance, Policy and Resources Committee. ~~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 and approve staff salaries and terms of conditions and report decisions to the Finance, Policy and Resources Committee. ~~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 ~~polices~~ 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.

December 2025

August 2021