

Bursledon Parish Council

Minutes of the Full Council Meeting

Minutes of the virtual meeting of Bursledon Parish Council held on Wednesday 28 October 2020 at 7pm in the Bursledon Parish Council Virtual Office.

Members of the Full Council in attendance: Councillors S Holes (Chair), M Garrett (Vice -Chair), T Craig, G Gill, K House, M Penn, J Rich, and K Whitlock

Officers of the Council Present: Roland Potter (Parish Clerk), Jayne Lennon (Administrator)

Members of the Public: Mr T Corke and Mrs D Andrewes

Member of the Public: 2

FC/20/193 Apologies for Absence

There were no apologies

FC/20/194 Declarations of Interest

There were no declarations of interest.

FC/20/195 Minutes of the Full Council held on Wednesday30 September 2020.

The minutes of the Full Council held on Wednesday 30 September 2020 were received and accepted as a correct record and will be signed by the Chair of the committee on our return to Parish Office.

FC/20/196 Questions from the Public

There were no questions from the members of the public

FC/20/197 Chair's Communications

The Chair informed the meeting that he was hoping to represent the Council at the local Remembrance Day Ceremony on Sunday 8 November 2020.

FC/20/198 Report on the Options for the future of the Lowford Community Library.

The Council receive a report on the options for the future of the Lowford Community Library as a result of a decision taken by Hampshire County Council(HCC) to withdraw all support from community managed Libraries from 1 January 2021 as part of its budget saving.

The report stated that:

- That the Council currently funds the cost of room hire and services for the community library space and the Council manages this space and the volunteers.
- The Council provide supports for the community library through a team of 35 volunteers.
- Based on HCC's estimated costs of running the Council had offered to purchase the library service at a cost of £8,500 excluding the support of a buddy library from the HCC. However, HCC refused to provide the service.

The report set out concerns that it would be detrimental to residents to have just a book exchange and that it was important to develop a service which would have added value.

The Council Considered three options:

1. Option A: Not to accept the transfer and allow the Community Library to close
2. Option B: To accept the transfer of the Community Library and to continue as a voluntary community book exchange with an enhanced and managed book stock at an estimated cost of £4,574 pa.
3. Option C: To accept the transfer of the Community Library and to operate as a stand-alone enhanced community with possible links to other community libraries at an estimated cost of £11,256 pa.

The Council noted that the Council did not have the current staffing to operate the Community Library with its current staff and

the estimated impact of the project on the precept would be and additional £4.09 per average Band D household.

Mr Tim Corke (local resident) spoke on the importance of maintaining the library and offered to work with the Council in the future development of the Community library.

RESOLVED:

- That the Council would support the transfer of the library with as set out in option A.
- That the Council noted the additional estimated cost of the project of £11,256 pa.
- to authorise the Parish Clerk in liaison with the Library Working Group:
 - to enter negotiations with HCC to transfer the community library to the Parish Council.
 - to request from HCC that the transfer of the community library should be deferred until 01 April 2021.
 - to apply for a grant of £10K from HCC to support the transfer and development of the new service.
 - to enter negotiations with Bursledon and District Community Association to change the terms of the Parish Council sub-lease to allow for the change of status of the community library.
 - to enter negotiations and to develop any possible networking/ partnership opportunities including with other community libraries.
 - to enter negotiations and to purchase any services and equipment required to deliver the service.
 - to investigate and recruit a member of staff for the additional support for the community library.
 - to liaise with the library volunteer management team to involve the library volunteers in the smooth transition of the service.

Planning Applications received from Eastleigh Borough Council within the Parish or on its boundary.

FC/20/199 Application No: [F/20/88684](#)

Site Address: WILLOW HOUSE, BRIDGE ROAD, BURSLEDON, SOUTHAMPTON, SO31 8AH

Description: Erection of 1no. three-bedroom detached dwelling with cycle and bin store following demolition of existing double garage; erection of carport to existing dwelling.

RESOLVED: Do not object provided the frontage points north west and not north east.

FC/20/200 Human Resources and Job Evaluation

The Council considered a report and recommendation from the Staffing Working Group to engage South East Employers to:

- Provide model contract for use for all posts except for the Parish Clerk.
- Provide a suite of key policies as a Staff Handbook.
- Undertake Job Evaluation of Grounds Staff revised profile.
- To extend the job evaluation to include current and potential additional staff.

The report identified that there was a potential underspend in the administration salaries to cover the cost of the consultancy work.

RESOLVED:

- To approve the recommendations of the Staffing Working Group to engage South East Employers to undertake the agreed work.
- That the funding for the work should be identified from an underspend in the current administration salaries budget.

FC/20/201 Finance Reports

The Council received and noted the following Finance reports:

- The schedule of payments for 20 October 2020 totalling £17,433.51

- The budget comparison report on 30 September 2020.
- The cash Book summary on 30 September 2020

RESOLVED

- The schedule of payments totalling £17,743.51 were approved.
- That the financial reports were noted.

FC/20/202 The meeting closed at: 20.35

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Bursledon Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

24 June 2020

and recorded as minute reference:

FC/20/160

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

Chairman

Clerk

S. Hales
R. Potts



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bursledon-pc.gov.uk

Section 2 – Accounting Statements 2019/20 for

Bursledon Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	145,709	184,787	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	136,651	159,682	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24,454	82,382	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	68,933	82,780	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	53,094	134,821	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	184,787	209,250	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	185,477	213,262	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	508,813	569,758	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

R. Potts

Date

24 June 2020

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

24 June 2020

as recorded in minute reference:

FC/20/161

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

S. Hales

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Bursledon Parish Council - HA0051

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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

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

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

10/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bursledon Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

1. The audit of accounts for Bursledon Parish Council for the year ended 31 March 2020 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bursledon Parish Council on application to: (a) <u>MR ROWAND POTTER PARISH CLERK</u> <u>BURSWEDON PARISH COUNCIL</u> <u>THE WOLVERFORD CENTRE</u> <u>PORTSMOUTH RD, BURSWEDON</u> (b) <u>10AM -> 12NOON MONDAY TO</u> <u>THURSDAY BY APPOINTMENT</u> <u>ONLY.</u> 3. Copies will be provided to any person on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>MR ROWAND POTTER</u> Date of announcement: (e) <u>12 NOVEMBER 2020</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

18 November 2020

The Parish Clerk

Bursledon Parish Council

Lowford Centre,

Portsmouth Road,

Bursledon.

Southampton.

SO31 8ES

Dear Roland

First Interim Internal Audit Report

Bursledon Parish Council – April 2020 to September 2020

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

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Background

Bursledon Parish Council has income and expenditure of between £200,000 and £300,000 and is subject to review by the external auditor, PKF Littlejohn. The Accountability and Governance Annual Return has been submitted to the External Auditor. The Council had a clean annual report from the external auditor for 2019-20.

The Council is a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on AdvantEdge Software.

The Council have carried out a full risk assessment to satisfy the conditions for a Covid 19 secure Office. The Council Offices continue to remain closed to the general public. However, the Council has retained full functionality and has been staffed by Officers since the 23rd March 2020.

The first interim internal audit visit was agreed with the Parish Clerk to be carried out Wednesday 14 October 2020 at the Council Offices observing the Covid 19 guidelines set out by the Government. This was subsequently followed up remotely when a Microsoft Teams Meeting was held on Tuesday 17 November 2020.

The Parish Clerk continues to provide view access to the AdvantEdge Software, so we can check financial information in advance of the visit in October 2020. This has been used to test check the records of the Parish Council for the period April 2020 to September 2020 to support the current governance and financial management position of the Council.

We also note that the Council have met remotely during the Covid 19 pandemic in accordance with the temporary legislation requirements that allow Councils to meet virtually using the technology.

The Parish Clerk confirmed that wet signatures will be obtained from the Chairman who will sign the Minutes of Council meetings to confirm the accuracy of the Minutes and provide the evidence of the approval of decisions taken by the Council. Due to the second Covid 19 Pandemic lockdown in England this remains outstanding.

Payment approval has also been obtained through an automated payment schedule which is approved by Council. The Clerk continues to explore the possibilities of storing payment approval information on the AdvantEdge Software to provide evidence of payment authorisation. We have agreed that the on-line payment approval information produced from Unity Trust Bank should be uploaded in to the AdvantEdge Software to record the payments processed by the Clerk.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

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During this visit we test checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Risk Assessment
- Insurance
- Budgets and reserves
- Covid 19 arrangements
- Transparency of the Council website.

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council maintains its books and records on AdvantEdge a Software
- The Clerk/RFO is aware of the requirements of GDPR
- The Council is registered with the ICO
- Details of total payments authorised at meetings are recorded in the Minutes
- All records were up to date and easy to follow
- The Reserves position is appropriate for the size of the Council
- The Insurance cover is appropriate for the size of the Council
- All income records are appropriate and recorded correctly.
- All expenditure items could be traced and are recorded correctly in the financial ledger
- The budgeting process is detailed and monitored throughout the year
- Bank reconciliations are carried out promptly each month and were accurate
- The Council takes an active scrutiny role
- VAT claims are made regularly
- The Council remain compliant with the requirements of the Transparency Code 2015
- The Website Accessibility Statement has been uploaded to the Council's Website.

Recommendations

- No formal recommendations have been made from this interim internal audit visit.

Other matters to be brought to the Council's attention

- We are pleased to report that the Council has completed a Covid 19 risk assessment and measures have been put in place to ensure the Parish Office is Covid secure.

- We note that the financial risk assessment documentation to be approved by the Council in November 2020 has been updated to incorporate Covid 19 requirements and ensure it is relevant for 2020/2021.
- It is noted that the financial risk assessment also shows any potential risks that face the Council during the continuing pandemic when budget setting for 2021/2022.
- The Council should maintain its legal obligation to ensure that all Minutes of Meetings are signed or initialled where a wet signature is required to be completed on Minutes.
- The information supplied in the letter to Town and Parish Councils from the Chairman of JPAG (an email was sent to the Clerk prior to the audit visit) relating to the Website Accessibility Regulations 2018 has been actioned to ensure that Parish Council can comply with the regulations. *(Audit Note: It is noted that the Accessibility Statement records that scanned pdf documents do not comply with the Accessibility Regulations but these documents can be provided in an alternative format or on alternative media, on request).*
- We are pleased to report that the Clerks are able to provide evidence of the posting date for the Exercise of Public Rights in 2020 so we are able to answer "Yes" to Objective L on the Internal Audit Report (AGAR) for 2020/2021.

Conclusion

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are appropriate to meet the needs of Bursledon Parish Council.

Next visit

The next internal audit visit has been arranged for **Wednesday 10 March 2021**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- Payroll
- VAT claims
- Asset Register
- Council Contracts
- Budgets for 2021/2022
- Transparency of website

Next Steps

This report should be noted and taken to the next meeting of the Parish Council.

Tim Light FMAAT
Internal auditor

Bursledon Parish Council

Financial Risk assessment

Agenda Item 10

Report of the Roland Potter (Parish Clerk)

23 November 2020.

1. Summary of key Issues

- The Council is required to undertake a Financial Risk assessment at least annually which is required to be reported to Council by 31st March of each financial year.
- To comply with the requirements of the Annual Governance statement the Council are required to explain:
- To identify if the Council has any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end (giving examples of each in our guidance) and if so, to provide a breakdown of them and evidence of the authority's consideration of them, (e.g. Minutes of the Council).
- Whether these items have a financial impact and if so, to provide details
- Where there is a financial impact, evidence that it has been correctly reflected in the accounting statements.
- The attached schedule sets out the risks to the council. However not all risks require action.
- The Council are requested to review the risk report and approve the recommended actions

2. Legal and Policy Implications

The Council are required to consider the attached risk assessment and the recommended actions.

The Risk assessment is a live document which will be reviewed as part of the Council's day to day operation and as events or demands change.

The Risk assessment will be reported to Council on a quarterly basis where there has been a significant change.

3. Financial Implications

The costs of undertaking mitigations will be considered by the Council as part of the Annual Budget process and on an individual basis once costs have been established and where it is outside the current budget.

In addition, the allocation of earmarked reserves based on savings in the provisional year end budget for 2020/21 will be considered by Full Council in March 2021.

4. Recommendations

- To note the risks and mitigations identified in the risk assessment.
- To approve the recommended actions subject to funding.

RISK AREA	RISK IDENTIFIED	Risk H/M/L	MITIGATION	NOTES & ACTION REQUIRED
To provide and maintain standards for Parish Council services to the residents of Bursledon	The risk of legislative change which will have an impact on the Parish Councils powers, duties, and funding	L	Parish Clerk and staff keep apprised of developments. Members to receive regular updates as needed.	Changes in legislation to be reported to Council & Staff Reported through Council Reports.
To provide and maintain standards for Parish Council services to the residents of Bursledon	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	M	All physical assets insured. All assets recorded on finance software and checked regularly, and training arranged to facilitate this.	Asset Register Reviewed in September 2020 with insurers. Asset register has been generated but not loaded onto the Pear system. Parish Clerk (to be transferred on to Pear Mapping System completed in 2020/21
To provide and maintain standards for Parish Council services to the residents of Bursledon	The risk of damage to third party property or individuals because of the Parish Council providing services (public liability)	L	Public liability Insurance renewed annually	Included in the Insurance renewal notice
To provide and maintain standards for Parish Council services to the residents of Bursledon	Insufficient staff or other resources to deliver the service needs	L	Staff have general awareness of other team members essential tasks and can provide cover when required. Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	Council operates monthly team meetings. All IT systems are saved on the cloud and Council services can be operated remotely. Additional part -time member of office staff to be recruited in 2020/21 Parish Clerk to formalise business continuity plan in 20/21

To provide a safe and fulfilling working environment for staff	Employees contravene H & S Regs	L	H & S and First Aid training, insurance, Risk Assessments regularly checked, work practices observed and updated	Legionella inspection to be completed and remedial action taken to reduce risk. Parish Clerk (To arrange training in 2020/21) First Aid training for one member of office staff and one grounds person
To provide a safe and fulfilling working environment for staff	Potential legal proceedings up to corporate manslaughter	L	Employers Liability insurance. Employee and Members training and awareness	None
To provide a safe and fulfilling working environment for staff	Staff retention issues	L	Staff training where appropriate	To be reviewed as part of the Councils appraisal procedure.
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action, and loss of confidence in Parish Council	L	Parish Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	None
To maintain financial records that are correct and comply with all recommended accounting practice	Loss of income through error or fraud	L	Fidelity Guarantee Insurance Parish Clerk continually review controls and current procedures	Encourage Income to be directly paid into the Councils Bank Account

To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	L	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, HALC, NALC and others as necessary	Parish Clerk (to attend annual update training)
Cemetery and Cemetery Services	Inadequate space to meet demand	L	Identify additional land for allocation if needed and flag up with EBC Local Plan.	None
Cemetery and Cemetery Services	Inadequate space to meet demand for cremation plots	L	Identify new space for cremation plots within the current cemetery, by extending current unused space.	Excavate an area for new cremation plots to ensure depth of interments can be achieved and create new access point for vehicles.
Cemetery and Cemetery Services	Preparation for pandemic	M	Mark out new grave spaces and agree a policy for internments.	Three new rows of grave spaces marked out for unknown additional impact of pandemic. Burials spaces to be used based on alternative grave selection until the row had been fully used.
Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	This situation is gradually getting worse each year. Review strategic planting of bushes and trees which will reduce water,	To develop a planting scheme of trees and bushes that will absorb water

Cemetery and Cemetery Services	Potential Risk of Rising water resulting in loss of income and damage to the reputation of the Council.	M	Review the cemetery regulations to increase the size of cremation plots to allow 1.5 spaces to allow to interments next to each other if the depth is not achievable.	Policy changed to increase the cremation plots to 1.5 the size to allow side by side cremations where a double depth interment cannot be achieved.
Cemetery and Cemetery Services	Demand for family cremation plots		To use normal burial plots for family cremation plots at a single depth for up to eight internments.	Policy changed to allow the use of a full-size plot as a family cremation plot.
Cemetery and Cemetery Services	Historically plots not being dug to the correct depth	M	Ground staff attend all internments	There may be a cost to supplying additional grave spaces and compensating for exhumations if required.
Cemetery and Cemetery Services	Potential demand to take over the maintenance of local C of E graveyard.	M	Additional cost for maintenance of grounds, trees, fences etc	Council to quote for maintenance works in a private arrangement, prior to formal closure. Pass on the request to Eastleigh Borough Council.
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	L	Contract of employment in place	Parish Clerk (Contracts of employment to be reviewed and standardised 2020/21) in line with new employment legislation.
Employment Contract	Compensation claim from employee for contractual employment defects (including statutory failure)	L	Legal insurance in place	Limit of cover

Employment Contract	Staff Salaries	M	Staff salaries are reviewed as part of the Councils Appraisal system.	A new appraisal system based on core competencies has been adopted
Employment Contract	Job Evaluations	M	To ensure that there is equity regarding salaries and benefits	The Council have recruited South East Employers to undertake an independent Job Evaluation for staff in 2020/21.
HR Administration	Employment Law knowledge and practice	M	Parish Clerk to keep up to date with employment law and seek HR advice where appropriate	Parish Clerk to attend annual South East Employer training
HR Administration	HR Policies - Changes in legislation	M	The Council has policies & practices in place for Staffing and Employment and should be reviewed when there are changes to legislation	The Council have recruited South East Employers to undertake an independent review of policies
HR Administration	Management of staff information	M	Maintain up to date records of all staff and to store all supporting information	Parish Clerk is piloting an on- line personnel system for introduction in December 2020.
Staffing	Loss of services of employee	M	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	Parish Clerk (To review distribution of responsibilities once a new member of staff is in post 2020/21 and after job Evaluation)

Staffing	Loss of key staff trained in financial systems, process, or rules	M	Staffing arranged so that knowledge is distributed between Parish Clerk/RFO and at least two other staff. Need for succession planning and staff training	Not possible given the size of the staff – but improved training/dual working in office. All new admin staff to be given the opportunity to obtain level one training with the SLCC. Parish Clerk to obtain CILCA
Staffing	Inadequate staff to deliver services due to transfer of additional services.		The Council would be able to respond initially but this would have an impact on service standards for other areas.	Clerk to prepare a long-term staffing plan including plans for retirement in 2020/21
Financial Control	Inappropriate expenditure made	L L	Payments reported to Parish Council for review and corrective action if necessary. All Bank payments scrutinised and authorised by two councillors. 1. financial software allows for invoices to be scanned and included on the software 2. Bank signatories have online read only access to finance system to view invoices. 3. Monthly schedule of payments is provided to Council for retrospective approval.	None Schedule of BACS payments to be emailed to councillor signatories to allow remote approval of payments. Schedule of approved payments to be presented to each Council meeting to comply with external auditor

Financial Control	Financial Regulations become out of date with change in technology, regulation, or business	L	Council to review financial regulations every three years or on change of circumstances or staff. The Parish Clerk can react to any changes in legislation or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council's practices.	Financial Regulations reviewed in May 2021
Financial Control	Lack of budgetary overview/overspend against budget	L	Quarterly review of normal ledger Monthly review of income and expenditure	Quarterly accounts to be prepared for Council for quarters ended June, September, and December. Monthly budget comparison reports to be presented to Council.
Financial Control	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	L	Contingency included in budget Reserves equivalent to at least three months spend available as required by the external auditor.	None None
Financial Systems & Records	Accounts The Edge accounts online system is used which is an accepted accounts package	L	A back up is also made to the main server at the end of each day. Hard copies linked to Council reports are held on file together with bank reconciliation reports,	The Edge accounts online system is used which is an accepted accounts package

			invoices/receipts/payments and cheques issued. All cheques issued from the main account are authorised by the Parish Council Documents are retained for 6 years	
Financial Systems & Records	VAT The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	L	Vat is applied to all mileage payments at the rate applicable at the time as advise by HMRC Vat returns are lodged on a quarterly basis in line with accepted procedures	The Edge system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts Parish Clerk to ensure that VAT returns are submitted every quarter.
Financial Systems & Records	Payroll The Sage online payroll system is used which is an accepted payroll package	L	The Parish Clerk authorises any overtime, mileage, monthly Payroll Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund provider BACs payments and cheques to the pension fund are authorised by Council	The Sage online payroll system is used which is an accepted payroll package Payroll summary to be scanned and attached to finance package linked to relevant payment

			Payments can only be issued for the nominated employees, which must be authorised in advance of the payment Documents are retained for 6 years Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information & highlight any discrepancies	
Banking Arrangements & Procedures Banking Security/Access to Finances	Unity Trust Bank is used Accounts	L	Bank account information used daily with Parish Clerk/RFO and Administrative Assistant Reviewing how much is placed into a higher rate deposit account	Currently arranging for deposit account with Unity Trust Bank Parish Clerk (to look at other investment opportunities 2020/21)
Banking Arrangements & Procedures Banking Security/Access to Finances	Cheques	L	Each cheque from the main account must be signed by 2 Councillors as detailed on the mandates (which are amended when required to ensure that enough signatories are available always)	None
Banking Arrangements & Procedures Banking Security/Access to Finances	Transfers	L	Monies may be transferred between the Councils accounts authorised by the Parish Clerk. Consideration of Deposit accounts.	Currently arranging for deposit account with Unity Trust Bank

Banking Arrangements & Procedures Banking Security/Access to Finances	Bank Reconciliation	L	All accounts are reconciled using the Edge system Any discrepancies are immediately reported to the bank for investigation The Imprest account does not have statements but reconciled monthly by the Administrative Assistant against the cash held and any discrepancies are immediately reported to the Parish Clerk.	None None None
Banking Arrangements & Procedures Banking Security/Access to Finances	Separation of Duties	L	The office has established separation of duties over the last few years to ensure that no one person has access to the bank balances or cash wherever possible	None
Banking Arrangements & Procedures Banking Security/Access to Finances	Access to the main bank accounts Cheques/BACS	L	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts All invoices are checked by the Administrative Assistant in advance of payment and if related to an order, this has passed through the ordering procedure which has numerous stages of authorisation to ensure that fraudulent activities are not taking place (please refer to the Ordering Procedure section)	None None

Banking Arrangements & Procedures Banking Security/Access to Finances	Access to petty cash accounts	L	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	Review Financial Regulations in May 2020 to adjust for any legislation changes
Banking Arrangements & Procedures Banking Security/Access to Finances	Cheques	L	All payments must be authorised by the Parish Clerk before any cheque or bank authorisation is issued. The Parish Clerk is to sign the invoice to confirm and record that the cheques have been authorised. All payments accepted and are reported to the Parish Council	None
Banking Arrangements & Procedures Banking Security/Access to Finances	Insufficient number of signatories	H	Currently there are only two councillors who are signatories. Previous applications are time expires	Council to appoint two additional signatories for online banking.
Financial Administration	Petty Cash – Cash Payments	L	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Parish Clerk All payments are reported to the Parish Council with a full reconciliation report for sign-off	None
Financial Administration	Hire Charges	L	Council sets the charges subject too periodic review The office must abide by these rates and any requests for preferential rates must	Charges to be approved by Council of the budget report. None

			be made by the hirer to Council for their approval	
Financial Administration	Hire charges received within the office	L	All post is logged, and any payments received are itemised and processed by the Administrative Assistant	None
Financial Administration	Processing and banking	M	When the money is received it is balanced against any receipts/invoices and any discrepancies are followed up When the monies have been balanced, it is input onto the Edge system and all entry references are printed out and retained The cash element is usually below £500 and held in the safe?	Parish Clerk to ensure that banking is completed at least monthly.
Financial Administration	Records non-compliant or inadequate	L	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC + NALC on changes in regulation	None
Financial Administration	Expenditure/income coded incorrectly	L	Parish Clerk checks nominal ledger every quarter Items are coded	None

Financial Administration	Standing Orders & Financial Regulations Standing Orders & Financial Regulations are reviewed and approved by Parish Council on an annual basis at the AGM	L	Parish Clerk reacts to any changes in legislation, requests from Parish Council or other areas to ensure the regulations are fully compliant and provide a strong framework compatible with Council practices	Standing Orders and Financial Regulations are reviewed annually to consider any legal changes
Financial Administration	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	L	Programme of meetings to meet statutory deadlines	None
Financial Administration	Invoice payment without authority	L	All payments reviewed once receipt of an invoice against the budget. Parish Clerk authorises two councillors to sign cheques or BACS	None None
Financial Administration	Incoming cash and cheque misappropriation	L	Individual receipts to be issued for all cash payments and for cheque payments on request	Financial software has been updated to allow the emailing of receipts
Financial Administration	Theft of funds	L	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors, and other persons Cash and cheques stored securely and banked within 21 working days of receipt	None

Financial Administration	Incorrect entries by bank	L	Bank statements reconciled monthly	None
Ordering Procedure	To avoid fraud and ensure authority of expenditure	L	This system incorporates the Edge system codes so that any order can be traced from origin to finish across a variety of systems All orders are authorised by Parish Clerk prior to emailing to supplier.	None
Annual Budget & Precept Calculations	The annual budget and precept calculations	L	The annual budget and precept calculations are initially calculated in November/December based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members. The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised to estimate the year end bank balance The new budgeted income, expenditure and reserves are then set against this	Annual Budget & Precept Calculations None None

			balance to calculate a budget shortfall on which the future precept is based The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by Eastleigh BC discuss and amend any highlighted budget levels to best achieve, an acceptable precept level Comprehensive minutes are recorded at each stage to substantiate the budget development The final budget is approved in January and Eastleigh BC is immediately advised of the precept	None None None
Annual Budget & Precept Calculations	Transfer of new services and assets	H	The Parish Clerk will liaise with EBC to ascertain a timetable for the potential transfer of assets in preparation of the budget.	
Annual Budget & Precept Calculations	Cost of capital projects for consideration in the Councils budget.	H	The Parish Clerk will prepare a schedule of potential capital projects and undertake a life cycle cost exercise over a period of 20 to 25 years to inform the budget process.	Developers contribution to be consider and as an opportunity cost and should not impact on the life cycle costings.

Monitoring of Budgets	Comprehensive budgets	L	Comprehensive budgets are set for each committee and these are loaded onto Edge accounts system at the start of the new financial year	None
Financial Administration	Monitoring	L	On-going daily expenditures have already been incorporated within the budget and the Parish Clerk/RFO monitors invoices etc. against the budget schedule to confirm that they are within the limits All invoices checked against the accounts system to verify expenditure within the account code to date and the remaining budget Any over expenditure is highlighted and brought to the attention of the Parish Clerk/RFO	None None None
Financial Administration	Reporting	L	A full report of expenditures against budget is lodged with council at each Council meeting. This incorporates a print-out of the income and expenditure against each annual budget and the cashbook extract	None None

			Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	None
Financial Administration	Comprehensive budgets	L	Comprehensive budgets are set for each committee and these are loaded onto Edge accounts system at the start of the new financial year	None
Insurable Risks	Public Liability	L	Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £10,000,000
Insurable Risks	Employers Liability	L	Insurance cover	Limit cover £10,000,000
Insurable Risks	Theft of money by third party	L	Insurance cover	Cover varies depending on situation Reviewed annually
Insurable Risks	Theft of money by employee or member	L	Fidelity Guarantee cover	Limit of cover £150,000
Insurable Risks	Property	L	Cover for buildings & contents All risks cover for selected items	
Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	
Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	

Insurable Risks	Legal disputes	L	Cover for specified legal disputes	Limit of cover £10,000,000
Insurable Risks	Long term sickness of employee	L	Not covered Liability limited by contract	
Insurable Risks	Business interruption	L	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc Cover in place for excess costs	Limit of cover £50,000
Insurable Risks	Loss/destruction of financial records	L	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Insurable Risks	Officials Indemnity	L	Continue with existing cover (£250k)	
Insurable Risks	Libel and Slander	L	Continued existing cover (£250k)	Limit of cover £250,000
Insurable Risks	Personal Accident	L	Continue with existing cover (scale benefits)	
Loss of Records	Loss of documentation	L	Deeds and other legal documents relating to real estate stored in the office, historic stored at the pavilion.	All land registry documents have been scanned and loaded on to Council IT system.
Asset List & management	Purchased	L	An asset list is maintained by the Parish Council Office on an Edge Accounting system	Parish Clerk to review Asset register in finance package as part of the year end close.

	Transfer of New Assets	L	This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., The asset list is circulated to staff on an annual basis to ensure that all items are correct Enquiries made with EBC regarding the quantity and timing of future transfer of assets	Council adopted the criteria that items with a value over £1,000 or with an expected life cycle of over 5 years and where it has a residual value. All other I assets under £1,000 to be maintained on the Councils Asset Management software for insurance purposes. Parish Clerk to monitor and follow up.
Internal Audit	Internal Audit	L	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year The report is presented to Council for acceptance	The Internal Auditor has online read only and real time access to the Council financial package. BPC to load bank statement with each bank reconciliation. Reports are be available on the Council Web Site.
Annual Audit	Annual Audit	L	The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels	None

			The Parish Clerk and Administrative Assistant completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor The Parish Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor Once these have been formally adopted and signed by Council, they are lodged with external auditors Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance Final sign-off by the external auditor is presented to Council	
Insurance	Fidelity Insurance	L	Fidelity insurance levels have been set after considering the possibility of fraudulent activities gaining access to the bank accounts Procedures in place (as previously detailed) have been established over the past few years incorporating separation of duties, cross referenced receipts of	None

			income and the decision not to currently use e-banking These provisions have ensured that no individual is able to gain access to withdraw funds without due process	
Insurance	Insurance	L	Came & Co been used as a recognised Parish Council provider Annual reviews are carried out to ensure enough cover is in place	None None
Web Site	To ensure that the web site is compliant with current legislation	L	The web site is managed by the Parish Clerk and Vision ICT	Vision ICT have undertaken a compliance audit on the web site and amended statement in line with new legislation from Sept 2020 – re Website Accessibility Regulation Statement.
Transparency	To ensure that the web site complies with the legal requirements of the Transparency Act.	L	The web site is managed by the Parish Clerk and Vision ICT	None
Other Risks	Trees and Drainage	H M	The Council has noted the potential liability for managing over 3000 trees and provision has been made in the five-year financial plan to manage this liability. Tree applications have been made for removal of boundary trees which are at	None

		M	risk of damaging neighbouring properties. EBC refused partial planning permission.	The Council has appealed the decision and the Council insurers have been advised of the EBC Decision.
		M	Increasing water logging of all Recreation areas which may have an impact on Income	Council to review strategic planting to manage surplus water
		M	The Pitch on Long Lane was installed several years ago with sand slits, but these have never been maintained.	Clerk to obtain cost of football renovation on Long Lane Football Ground. This will be an annual cost which has not been budgeted for.
		M	Drainage, currently the Council is aware of one potential claim, and has received advice from the Councils insurers.	To continue to monitor and report to Council and advice obtained from insurers.
		H	Lionheart Way – Landslip Funding identified from Developers Contributions	Tendering to be started in January 2021 – cost of works approved by EBC from developers' contributions.
IT & Document retention	Back Up and Security	L	All Software is backed up by the cloud suppliers	None
	Retention of documents & paperless Office	L	The Council has purchased an additional backup for all software on an independent Sever located in Slough	None
		L	Review of Document Retention	Council introduced a Document retention policy in 2020/21

Responding to the impact of Climate Change	Adopting to Government Policy. Availability of Value for money alternatives Impact on Income generation	M	To actively consider options for the delivery services where there is a value for money option.	To create a reporting mechanism on Council reports to evaluate the impact of Council decisions and the need for change.
Pandemic	Loss of Income	H	To reduce fees to allow use where safe and legally possible	None
Pandemic	Safety of Staff	H	To ensure that staff have a safe environment to work in, based on the needs of the Council and the safety of staff.	Comply with safety guidelines, close services, and work remotely. All staff to be provided with mobile phones.
Pandemic	Loss of staff due to illness etc	M	Reduce the deliver services to essential services only	To be managed on a day to day basis.
Pandemic	Inability to obtain supplies	M	Reduce the deliver services to essential services only	To be managed on a day to day basis.

Reviews will take place annually unless clearly stated differently within each section.

Bursledon Parish Council

Grant Application

Agenda Item 11

Report of the Roland Potter (Parish Clerk)

23 November 2020.

1. Summary of key Issues

- The Council has received an application for a grant from Hound Basics for the food bank.
- The £500 grant to the Bursledon Lunch Club has been returned to the Council as it has stopped operating
- Under the Councils current grant policy, the maximum community grant is £250.

2. Supporting Information

Hounds Basics grant request **£500. (Application attached)**

Purpose:

- To provide food bank assistance to those in short term need during the current COVID-19 pandemic.

3. Legal and Policy Implications

Powers to award grants for this purpose are under the LGA 1972 S137

4. Financial Implications

The £500 grant to the Bursledon Lunch Club has been returned to the Council as it has stopped operating

5. Recommendations

- To consider awarding a grant of **£500.**



BURSLEDON PARISH COUNCIL

Parish Council Office, The Lowford Centre, Portsmouth Road.
Bursledon Southampton SO31 8ES
Telephone 023 8040 7535 Website: bursledon-pc.gov.uk
Email: clerk@bursledon-pc.gov.uk

COMMUNITY SUPPORT GRANT APPLICATION FORM

1	Name of Organisation: Netley Christian Fellowship – Hound Basics Food bank
2	Address of Organisation: Ian Lawson, Treasurer 2 Grange Road, Netley Abbey Post Code: SO31 5FE Tel No: 02380 454847 Email Address treasurer@netleycf.org.uk
3	Address for correspondence if different to above: Post Code:
4	Is the organisation a Registered charity: YES If Yes, please give the charity number: 1040856
5	Name and designation of the person making this application: Name: Ian Lawson Designation/Role Treasurer
6	Objectives and purpose of the Organisation: To provide food bank assistance to those in short term financial need, in the areas of Bursledon, Hamble and Netley, and when Covid eases, to also provide assistance with job club and other advice services.
7	Catchment of the organisation. Please state what specifically what work you do within the Bursledon Parish Council Area (Priority will be given to local groups) We operate from premises at 30 Queens View, Netley Abbey, SO31 5EA. We supply aid packages containing food, toiletries, household cleaning, toilet rolls etc, to Bursledon, Hamble and Netley. Of the three areas, Bursledon has the highest demand, particularly the SO31 8xx postcode area.
8	Amount Requested: £500
9	What will the grant be used for? We are largely reliant on food donations from the community, as the supermarkets lean towards supporting the larger organisations such as Fareshare and Trussell Trust. We have food donation points across the three areas, e.g. Pilands Wood Community Centre, Lowford Community café, Netley Co-op etc. I would estimate that approx. 75% of our requirement is donated, so we buy in the other 25%, also filling in gaps in food categories. We also purchase fresh fruit, veg from a local farm shop and bread, spread, milk etc.

10	Please provide a breakdown of how the grant will be spent: At the moment we are providing food to approximately 50 people a week. The cost of that, if we had no food donations, would be in region of £1,500 per week. The 25% shortfall equates to £375 per week. We anticipate spending the grant on purchases of food, toiletries, household cleaning products.
11	Have you applied to any other sources of grant aid/funding? YES If YES state who else, you have applied to and whether your application has been successful. Eastleigh Borough Council – successful Hampshire County Council - successful
12	Please state the amount of financial assistance received from Eastleigh Borough Council in the last 12 months: £5,322, but £5,000 of that is conditional, and unspent element may need to be repaid if Covid19 pandemic is declared as resolved
13	Financial Information: Please enclose your most recent income and expenditure account and bank statement in the name of the organisation. (The Parish Council regrets that it cannot consider an application if an income and expenditure account and bank statement are not enclosed.) What are the total assets currently held by your organisation?
14	PLEASE NOTE THE COUNCIL USES BACS TO MAKE PAYMENTS – therefore please provide separately the organisation's bank account details for this grant including sort code – NOTE: this should not be an individual's personal account:
	 Signature of Applicant: Designation/capacity: Treasurer Date: 16 November 2020.....
	Additional Information Required: Please attach the following to your application • A copy of the most recent statement of accounts and current balance. • A copy of the organisation's constitution or other governing instrument. • Copies of any correspondence which may assist in the processing of this application.
	The completed application form and supporting documents should be returned to the Clerk to the Council.
	Completed grant applications should be delivered to the Parish Council by the first week in January and July of each year for consideration in that month. Late submissions will not be considered by the Parish Council.

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1904	FPSArbits201120	£24.00	420/7/1	16/11/20	Arb-Bits - Draper Blue Shovel	£24.00
		£24.00			Arb-Bits - Total	
1873	FPSCarters201120	£30.00	403/1/3/2	05/10/20	Carters of Swanwick - Height Adjuster John Deere 1445	£30.00
		£30.00			Carters of Swanwick - Total	
1905	FPSCathedral201120	£468.00		16/11/20	Cathedral Leasing Ltd - Annual invoice for Hygiene Services	£468.00
		£468.00			Cathedral Leasing Ltd - Total	
1870	FPSEBC201120	£18.15	203/3	27/10/20	Eastleigh Borough Council - Trade Recyling Collction 1.7.20 to 30.9.20 3 lifts (Parish Office)	
1871	FPSEBC201120	£205.44	420/7/2/1	27/10/20	Eastleigh Borough Council - Trade Refuse Collection Long Lane 1.7.20 to 30.9.20	
1901	FPSEBC201120	£648.00	406/1	03/11/20	Eastleigh Borough Council - Removal of Fly tipping from Long Lane (fly tipped items all areas)	
1902	FPSEBC201120	£198.00	450/6/2	03/11/20	Eastleigh Borough Council - Drain Gulley Clearance	
1903	FPSEBC201120	£198.00	450/6/2	03/11/20	Eastleigh Borough Council - Drain Gully Clearance June 2020	£1,267.59
		£1,267.59			Eastleigh Borough Council - Total	
1868	FPSEquestrian201120	£18.00	475/2	21/10/20	Equestrian Fencing and Timber Ltd - Concrete Pfence post	£18.00
		£18.00			Equestrian Fencing and Timber Ltd - Total	
1898	FPSIndustrialD201120	£180.00	430/1/1/2	30/10/20	Industrial Door Services Ltd - Call and fee to Knowlton Pavilion, Roller shutter left closed and isolated power.	£180.00
		£180.00			Industrial Door Services Ltd - Total	
1890	FPSJLennonExp201120	£61.97		04/11/20	J Lennon - Expenses Poppy Wreath for Remembrance service and office kettle	£61.97
1891	FOSMJMetal201120	£3,528.00	450/6/1/2	04/11/20	MJD Metalcraft Ltd - To remove existing car park barriers GDP and make new and install in new location	£3,528.00
		£3,528.00			MJD Metalcraft Ltd - Total	
1493	FPSLittlejohns201120	£720.00	221/1	31/03/20	PK Littlejohns - External Audit Fee	£720.00
		£720.00			PK Littlejohns - Total	

Signature

Signature

Date

Bursledon Parish Council

Expenditure transactions - approval list

Start of year 01/04/20

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
1921	FPSRPOTT EREXP201 120	£36.64		20/11/20	R Potter - Expense	£36.64
1888	FPSRAKEI ec201120	£204.00	430/1/1/2	30/10/20	RAK Technical - Call out to electrical fault and then re visit to install new light fitting in changing room toilet.	£204.00
		£204.00			RAK Technical - Total	
1895	FPSSelco2 01120	£93.56	420/1/1/2	06/11/20	Selco Trade Centres Ltd - mortar mix, guttering adapter, gutter bracket, bricks, woodstain, block brush	
1908	FPSSelco2 01120	£156.09	420/1/1/2	16/11/20	Selco Trade Centres Ltd - Square Downpipe, joint bracket, downpipe shoe, connectors stopends. Guttering Long Lane Pavilion	£249.65
		£249.65			Selco Trade Centres Ltd - Total	
1894	FPSSpaldin gs201120	£307.76	403/1/1	09/11/20	Spaldings - Honda rotary blade, blade bolt, two stroke oil, screenwash, crease cartridge, penetrating oil, stihl grease, anti bac wipes, strimmer cord	
1909	FPSSpaldin gs201120	£20.00	403/1/1	16/11/20	Spaldings - Chain Oil	£327.76
		£327.76			Spaldings - Total	
1892	FPSTichfiel d201120	£1,500.00	440/3/2	04/11/20	Titchfield Trees Services Ltd - Tree work rear of 49 Cedar Close	£1,500.00
		£1,500.00			Titchfield Trees Services Ltd - Total	
		£8,451.38			Confidential	
Total		£17,066.99				

Signature

Signature

Date

Financial Summary - Cashbook

Summary between 01/04/20 and 31/10/20 inclusive.

Balances at the start of the year

Ordinary Accounts

EBC Deposit Account	£68,989.92
Petty Cash	£60.00
Unity Trust Bank	£144,212.57
Total	<u>£213,262.49</u>

RECEIPTS	Net	Vat	Gross
Parish Office Central Charges	£187,465.68	£0.00	£187,465.68
Capital	£1,467.00	£0.00	£1,467.00
Cemetery Services	£3,656.00	£0.00	£3,656.00
Allotments	£731.79	£0.00	£731.79
Grounds Maintenance	£734.80	£0.00	£734.80
Total Receipts	<u>£194,055.27</u>	<u>£0.00</u>	<u>£194,055.27</u>

PAYMENTS	Net	Vat	Gross
Parish Office Central Charges	£40,697.51	£1,444.93	£42,142.44
Civic Expenditure	£607.71	£118.35	£726.06
Grants	£2,175.00	£0.00	£2,175.00
Cemetery Services	£742.51	£123.51	£866.02
Allotments	£300.56	£34.68	£335.24
Grounds Maintenance	£61,944.52	£4,108.79	£66,053.31
Community Development	£2,952.00	£0.00	£2,952.00
Total Payments	<u>£109,419.81</u>	<u>£5,830.26</u>	<u>£115,250.07</u>

Closing Balances

Ordinary Accounts

EBC Deposit Account	£69,162.87
Petty Cash	£60.00
Unity Trust Bank	£222,844.82
Total	<u>£292,067.69</u>

Reserve Balances

Community Centre	£4,490.56
Long Lane Rec Car Park	£3,235.00
Elections	£7,000.00
Projects from previous Year	£0.00
Machinery & Capital Reserves	£116,031.00
Library Grant	£73.00
County Councillor Grant	£6,925.00
Reserves total	<u>£137,754.56</u>

Signed _____

Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Reserve Movements	Actual Net	Balance
INCOME					
Parish Office Central Charges					
100	Precept	£180,280.00	£0.00	£180,280.13	£0.13
101	EBC Support Grant	£4,219.00	£0.00	£4,219.65	£0.65
105	Office Services	£200.00	£0.00	£0.00	-£200.00
110	Interest	£170.00	£0.00	£0.00	-£170.00
112	Intrest	£0.00	£0.00	£172.95	£172.95
Total Parish Office Central Charges		£184,869.00	£0.00	£184,672.73	-£196.27
Allotments					
120	Allotment Rents	£1,050.00	£0.00	£731.79	-£318.21
Total Allotments		£1,050.00	£0.00	£731.79	-£318.21
Cemetery Services					
125	Income	£4,000.00	£0.00	£4,791.00	£791.00
Total Cemetery Services		£4,000.00	£0.00	£4,791.00	£791.00
Grounds Maintenance					
130	Income - Outside Services- Long Lane	£3,358.00	£0.00	£787.40	-£2,570.60
135	Income - Outside services - King George V	£0.00	£0.00	£0.00	£0.00
Total Grounds Maintenance		£3,358.00	£0.00	£787.40	-£2,570.60
Capital					
140	Grants & Section 106	£0.00	£0.00	£1,467.00	£1,467.00
Total Capital		£0.00	£0.00	£1,467.00	£1,467.00
Total Income		£193,277.00	£0.00	£192,449.92	-£827.08

EXPENDITURE

Parish Office Central Charges

Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Reserve Movements	Actual Net	Balance
201	Community Centre Rent	£2,100.00	£0.00	£1,465.80	£634.20
202	Community Centre Service Charges	£7,006.00	£0.00	£4,904.20	£2,101.80
203	Property Costs	£883.00	£0.00	£232.44	£650.56
210	Postage	£156.00	£0.00	£99.49	£56.51
211	Stationery/Printing	£626.00	£0.00	£235.58	£390.42
212	Photocopier Hire & Charges	£1,400.00	£0.00	£593.90	£806.10
213	Information Technology	£5,000.00	£0.00	£2,092.10	£2,907.90
216	Telephone	£784.00	£0.00	£1,032.94	-£248.94
217	Website	£1,250.00	£0.00	£345.00	£905.00
218	Subscriptions & Publications	£1,900.00	£0.00	£1,694.29	£205.71
219	General Insurance	£3,600.00	£0.00	£3,163.04	£436.96
220	Legal Fees	£3,150.00	£0.00	£175.00	£2,975.00
221	Audit Fees	£1,000.00	£0.00	£335.00	£665.00
222	Bank Charges	£175.00	£0.00	£63.30	£111.70
225	Salaries	£44,951.00	£0.00	£21,086.19	£23,864.81
226	Staff Overheads	£1,394.00	£0.00	£769.00	£625.00
230	COviD expenses	£0.00	£0.00	£1,488.29	-£1,488.29
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00
999	Suspence	£0.00	£0.00	£1.46	-£1.46
Total Parish Office Central Charges		£75,375.00	£0.00	£39,777.02	£35,597.98
Civic Expenditure					
300	Newsletter	£200.00	£0.00	£0.00	£200.00
305	Chairmans Allowance	£200.00	£0.00	£0.00	£200.00
306	Councillor Expenses	£500.00	£0.00	£0.00	£500.00
307	Councillor IT Expenses	£360.00	£0.00	£607.71	-£247.71
308	Councillor Training	£0.00	£0.00	£0.00	£0.00
309	Civic projects	£100.00	£0.00	£0.00	£100.00
310	Room Hire	£200.00	£0.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

		2020/21	Reserve Movements	Actual Net	Balance
315	Election Expenses (RESERVE)	£250.00	£0.00	£0.00	£250.00
Total Civic Expenditure		£1,810.00	£0.00	£607.71	£1,202.29
Community Development					
360	Community Development	£6,000.00	£0.00	£2,952.00	£3,048.00
365	Library - Operational Costs	£200.00	£0.00	£0.00	£200.00
Total Community Development		£6,200.00	£0.00	£2,952.00	£3,248.00
Grants					
350	Grants	£4,500.00	£0.00	£2,175.00	£2,325.00
Total Grants		£4,500.00	£0.00	£2,175.00	£2,325.00
Allotments					
500	Salary Costs	£0.00	£0.00	£0.00	£0.00
502	Administration Costs	£168.00	£0.00	£166.50	£1.50
505	Operational Costs	£450.00	£0.00	£134.06	£315.94
Total Allotments		£618.00	£0.00	£300.56	£317.44
Cemetery Services					
550	Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552	Bursledon Cemetery	£494.00	£0.00	£590.51	-£96.51
555	St Leonnards Staff Costs	£0.00	£0.00	£0.00	£0.00
557	St Leonnards Cemetery (Closed)	£0.00	£0.00	£0.00	£0.00
560	Mauseleum Salaries	£0.00	£0.00	£0.00	£0.00
562	Grey Laydes Mausoleum	£0.00	£0.00	£0.00	£0.00
Total Cemetery Services		£494.00	£0.00	£590.51	-£96.51
Grounds Maintenance					
400	Administration Costs	£1,100.00	£0.00	£287.16	£812.84
402	Health & Safety	£524.00	£0.00	£212.41	£311.59
403	Equipment Costs	£3,290.00	£0.00	£2,334.45	£955.55
404	Fuel	£2,246.00	£0.00	£1,058.61	£1,187.39
405	Vehicle Costs	£1,149.00	£7,345.00	£8,887.83	-£393.83

Financial Budget Comparison

Comparison between 01/04/20 and 31/10/20 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/20

	2020/21	Reserve Movements	Actual Net	Balance
406 Illegal Tipping	£339.00	£0.00	£0.00	£339.00
407 Notice Boards	£0.00	£0.00	£0.00	£0.00
408 Salaries	£70,758.00	£0.00	£38,700.89	£32,057.11
409 Staff Overheads	£1,837.00	£0.00	£312.72	£1,524.28
420 Long Lane Recreation Ground	£15,618.00	£0.00	£3,968.13	£11,649.87
430 King George V Playing Fields	£3,000.00	£0.00	£2,299.55	£700.45
440 Pilands Wood Open Space	£1,000.00	£0.00	£452.26	£547.74
445 Woodlands Way	£0.00	£0.00	£86.12	-£86.12
450 Great Down Park	£0.00	£0.00	£2,529.80	-£2,529.80
455 Lionheart Way Ecology Park	£0.00	£0.00	£242.02	-£242.02
460 Hungerford Bottom Ecology Park	£0.00	£0.00	£0.00	£0.00
465 Pocket Park Kew Lane	£0.00	£0.00	£0.00	£0.00
470 Fishers Piece	£0.00	£0.00	£0.00	£0.00
475 The Laurels	£0.00	£0.00	£0.00	£0.00
480 The View Point	£0.00	£0.00	£0.00	£0.00
485 Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490 Peewit Hill	£0.00	£0.00	£118.00	-£118.00
Total Grounds Maintenance	£100,861.00	£7,345.00	£61,489.95	£46,716.05
Old Accounts				
1465 Tree Maintenance	£0.00	£0.00	£0.00	£0.00
1470 Staff Salaries	£0.00	£0.00	£0.00	£0.00
Total Old Accounts	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£189,858.00	£7,345.00	£107,892.75	£104,000.25
Total Income	£193,277.00	£0.00	£192,449.92	-£827.08
Total Expenditure	£189,858.00	£7,345.00	£107,892.75	£89,310.25
Total Net Balance	£3,419.00		£84,557.17	