

# **Bursledon Parish Council**

## **Minutes of the Full Council Meeting**

Minutes of the of Bursledon Parish Council held on Wednesday 28 July 2021 at 7pm at the community library in Bursledon Parish Council.

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

Officers of the Council Present: Roland Potter (Parish Clerk)

Members of the Public: 0

### **FC/21/033 Apologies for Absence**

Apologies were received and accepted for Cllrs J Rich and M Penn,

### **FC/21/034 Declarations of Interest**

There were no declarations of interest.

### **FC/21/035 Minutes of the Full Council held on Wednesday 30 June 2021.**

The minutes of the Full Council held on Wednesday 30 June 2021 were received and accepted as a correct record and they were signed by the Chair of the Council.

### **FC/21/036 Questions from the Public**

There were no questions from members of the public.

### **FC/21/037 Chair's Communications**

There were no communications from the chair of the council.

### **FC/21/038 Grant Applications**

The Council considered an application from Bursledon, Swanwick & Warsash Regatta for a grant of £500, as a contribution to fixed costs such as insurance, and the costs involved in putting on the racing events etc. The event is solely funded by donations.

#### **RESOLVED:**

- **To award a grant of £250**

Bursledon Parish Council Full Council Meeting  
Wednesday 28 July 2021

Signed.....  
Dated.....

The Council considered an application from Bursledon Windmill for a grant of £2,200 as a contribution towards the day-to-day management of the venue including staffing costs, facilities management, event programming and support costs including marketing and collections support

**RESOLVED:**

- **To award a grant of £2,000.**
- **That future funding of this grant should be reviewed as part of the budget preparation for 2022/23**

The Council considered an application from Long Oak Pre School for a grant of £450 as a contribution towards the cost of installing a gate.

**RESOLVED:**

- **To award a grant of £250**

**FC/21/039 Transfer of Assets from Eastleigh Borough Council**

The Council received and considered a report requesting that the Parish Council provide a to consider in principle if they will accept the transfer of assets in the form of play areas from new developments.

The report also identified the possible cost implications of the transfer.

The report identified that the estimated additional cost of upkeeping the additional play areas is £16,500 pa, plus additional reduction in staff availability valued at approximately £13,950 pa.

The Council also considered other areas of land which may be available for transfer including Cunningham Gardens and Batchelor Green

**RESOLVED:**

- **To agree in principle to the transfer of assets on the new developments as set out in the report.**
- **That the management of the transfer be delegated to the Council's Responsible Officer**

Bursledon Parish Council Full Council Meeting  
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Signed.....  
Dated.....

- **The Council require a condition that Eastleigh Borough Council or the developer provide an independent inspection of each site prior to transfer and that any issues are corrected prior to transfer. That the monies for this work are not deducted from the commuted sums.**
- **The Council request that the proposed commuted sums for the future maintenance of the areas totalling £111, 509 be transferred in total to the Parish Council on the transfer of each asset.**
- **The Council noted the potential impact on the council staff delivering outside services.**
- **The Council requested that the Personnel Committee undertake a review of the staffing infrastructure to optimise the most effective structure to deliver the current and additional services.**
- **That the Parish Clerk should arrange a meeting with the officers of Eastleigh Borough Council to discuss the transfer of assets.**

**FC/21/040 Finance Reports**

Council received and noted the schedule of payments for July 2021.

Council received and noted the budget report as of 30 June 2021.

**FC/21/041 Close of Meeting**

**The meeting closed at 20:35**

Bursledon Parish Council Full Council Meeting  
 Wednesday 28 July 2021

Signed.....  
 Dated.....

# Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2021
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at <b>31 March 2021</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2020/21

BURSLEDON PARISH COUNCIL

WWW.BURSLEDON-PC.GOV.UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/10/20 21/03/21 03/05/21

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

Date

03/05/21

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

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 2021, 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
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*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:

26/05/2021

and recorded as minute reference:

FC/21/014

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

Chairman

S. E. Hales

Clerk

R. Potter

[www.bursledon-pc.gov.uk](http://www.bursledon-pc.gov.uk)

## Section 2 – Accounting Statements 2020/21 for

Bursledon Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	184,786	209,251	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	159,682	180,280	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	82,382	28,629	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	82,780	102,027	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	134,821	88,351	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	209,251	227,782	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	213,262	239,942	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	569,758	577,103	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 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

26/05/2021

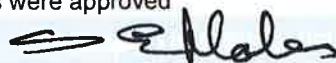
I confirm that these Accounting Statements were approved by this authority on this date:

26/05/2021

as recorded in minute reference:

FC/21/015

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





### Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

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 2020/21

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 2021.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

21/09/2021

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

## Staff Structure – Council Administration

Report of the Roland Potter (Parish Clerk)

27 September 2021

### **Summary of Key Issues**

- The Council has budgeted for two positions within the Councils administration structure which have currently not been filled.
- The Council are requested to create the position of Assistant/Deputy Clerk.

### **Supporting Information**

#### **Current staffing position**

Within the Councils approved staffing and budget structure there are two vacancies.

Administrator: Ten hours per week at a budget cost of £6,220 pa

Project worker: Ten hours per week at a budget cost of £7,020 pa

Total Budget Cost **£13,240**

#### **Proposed change**

Assistant/Deputy Clerk: 20 Hours per week at a cost of £15,200 pa to £17,460

#### **Legal and Policy Implications**

All legal and policy implications are set out in the above report.

#### **Financial Implications**

The financial implications are set out in the above report and currently the costs of changing the structure for 2021/22 financial year of £1,300 can be paid from within the current 2021/22 budget.

There would be an additional cost to the 2022/23 budget of between £2K to £4K

#### **Recommendations**

To consider the above report and approve a way forward

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2308	FPSAccess 210820	£48.00	213/4/2	22/07/21	Access UK Ltd - PeopleHR standard success plan	£48.00
		£48.00			Access UK Ltd - Total	
2318	FPSAgrivist a210820	£657.90	430/1/1/2	01/07/21	Agrovista UK Ltd - Pitchcare 1 x new boot brush and spare brush KGV 2 x new brushes for long lane	£657.90
		£657.90			Agrovista UK Ltd - Total	
2127	FPSArbbits 210820	£648.00	420/8/2	31/03/21	Arb-Bits - Hire of tree shredder	£648.00
		£648.00			Arb-Bits - Total	
2337	FPSBrighte rbil210820	£298.80	365/3	05/08/21	Brighter Bills Ltd - Engineer visit for router move	
2344	FPSBrighte rbil210820	£79.78	365/3	06/08/21	Brighter Bills Ltd - Library WIFI	£378.58
		£378.58			Brighter Bills Ltd - Total	
2320	FPSBursRe ga210820	£250.00	350/1	28/07/21	Bursledon Regatta - Grant for Regatta	£250.00
		£250.00			Bursledon Regatta - Total	
2317	FPSCarters 210820	£137.70	403/1/2/2	02/08/21	Carters of Swanwick - 3 x JD M141669 Blades	
2340	FPSCarters 210820	£40.82	403/1/1	09/08/21	Carters of Swanwick - Compression springs, pin fastners and deposit for part for JD145727	£178.52
		£178.52			Carters of Swanwick - Total	
2310	FPSEBC21 0820	£245.70	420/7/2/1	26/07/21	Eastleigh Borough Council - Long Lane trade refuse collection 2 containers 14 lifts	
2311	FPSEBC21 0820	£18.60	203/3	26/07/21	Eastleigh Borough Council - Parish Office recycling 1.4.21 to 30.6.21 3 lifts	
2334	FPSEBC21 0820	£234.00	420/7/2/1	04/08/21	Eastleigh Borough Council - Collection and Disposal of fly tipped items	£498.30
		£498.30			Eastleigh Borough Council - Total	
2302	FPSEdgeIT 210820	£704.70	365/1/3	16/07/21	EDGE IT Systems Ltd - IT Support for Library IT system	
2303	FPSEdgeIT 210820	£259.20	365/3	16/07/21	EDGE IT Systems Ltd - Set up and install microsoft licence on library hardware	
2304	FPSEdgeIT 210820	£691.20	365/3	16/07/21	EDGE IT Systems Ltd - Set up new PCs for library	

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2305	FPSEdgeIT 210820	£436.80	213/4/2	16/07/21	EDGE IT Systems Ltd - New microsoft licence for conferencing	
2307	FPSEdgeIT 210820	£126.00	365/3	22/07/21	EDGE IT Systems Ltd - USB extension for the library	£2,217.90
		£2,217.90			EDGE IT Systems Ltd - Total	
2321	FPSHantC ulty210820	£2,000.00	350/2	29/07/21	Hampshire Cultural Trust - Bursledon Windmill Grant	£2,000.00
		£2,000.00			Hampshire Cultural Trust - Total	
2323	FPSIVVM2 10820	£162.00	552/1/1	03/08/21	Institute of Cemetery and Crematorium Management - Exclusive Rights of Burial - Virtual Course	£162.00
		£162.00			Institute of Cemetery and Crematorium Management - Total	
2319	FPSLongO aj210820	£250.00	350/1	28/07/21	Long Oak Pre School - Grant for gate	£250.00
		£250.00			Long Oak Pre School - Total	
2342	FPSEYates 2108320	£42.00	365/4	09/08/21	Mrs E Yates - Parish Office keys x 6	£42.00
		£42.00			Mrs E Yates - Total	
2331	FPSRPotte rExp21061 8	£54.90		18/06/21	R Potter - expenses	£54.90
2301	FPSTradeU K210820	£13.99	403/1/1	19/07/21	Trade UK - Diamond Blades	
2309	FPSTradeU K210820	£16.27	420/2/2	26/07/21	Trade UK - Masonry drill bits, cutting disc repairs to Long Lane Play Areas	
2316	FPSTradeU K210820	£22.44	440/6/2	02/08/21	Trade UK - Line Marking Paint, sanding paper and block	
2341	FPSTradeU K210820	£154.99	230	09/08/21	Trade UK - Forte 16ltr Dehumidifier for Parish Office	
2343	FPSTradeU K210820	-£12.00	420/6/2	10/08/21	Trade UK - Contra 2265, Line Marking Spray Cricket Pitch entered twice	£195.69
		£195.69			Trade UK - Total	
		£9,062.06			Confidential	
<b>Total</b>		£16,643.85				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2381	FPSBrighterBi210920	£79.78	365/1/3	13/09/21	Brighter Bills Ltd - Library Broadband monthly fee	£79.78
		£79.78			Brighter Bills Ltd - Total	
2365	FPSCame210930	£3,256.42	219	06/09/21	Came and Company - Insurance	£3,256.42
		£3,256.42			Came and Company - Total	
2356	FPSJanSump210920	£246.49		23/08/21	Direct Janitorial Supplies - 2 x boxes of product code 1108 which should be black bin bags (508 x 864 x 1194) 5 x boxes of product code 3190 which should be black bin bags (435 x 735 x 991) 2 x 5 ltrs of floor cleaner 48 x large sponge scourer pads 12 x 1 ltr bottles of toilet cleaner 12 x 1 ltr bottles of bleach 5 x cloth screw on mop heads 48 rolls of toilet paper 1 x box of paper towels for the dispensers. 3 x flat string mop heads. Picture attached.	£246.49
		£246.49			Direct Janitorial Supplies - Total	
2349	FOSEBC210920	£3,100.00	360/1	17/08/21	Eastleigh Borough Council - Youth Options Contribution 21/22	£3,100.00
		£3,100.00			Eastleigh Borough Council - Total	
2379	FPSEdgeIT2109	£1,944.30		13/07/21	EDGE IT Systems Ltd -	
2380	FPSEdgeIT2109	£87.00	213/4/1	13/09/21	EDGE IT Systems Ltd - Allocation charity software recharge	£2,031.30
		£2,031.30			EDGE IT Systems Ltd - Total	
2362	FPSMDockiExps210920	£28.00	430/1/1/2	02/09/21	Matt Docking - Expenses September 4 x cylinder keys King George V Pavilion	£28.00
2359	FPSMJDMetal210920	£168.00	403/1/1	31/08/21	MJD Metalcraft Ltd - Rewelding of broken lawn mower bracket left side and remaking of bracket right side	
2360	FPSMJDMetal210920	£192.00	440/4/2/1	31/08/21	MJD Metalcraft Ltd - Rewelding of gates and green swing basket from Pilands Wood	
2361	FPSMJDMetal210920	£420.00	420/2/2	31/08/21	MJD Metalcraft Ltd - Resetting of playpark gates	£780.00
		£780.00			MJD Metalcraft Ltd - Total	
2372	FPSRPotterExp210920	£12.64		20/09/21	R Potter - expenses	£12.64

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# Bursledon Parish Council

## Expenditure transactions - approval list

Start of year 01/04/21

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2382	FOSRBL21 0920	£25.00	305	14/09/21	Royal British Legion Poppy Appeal - 1 x 18 inch Poppy Wreath with ribbon	£25.00
		£25.00			Royal British Legion Poppy Appeal - Total	
2366	FPSSLCC2 10920	£24.00	226/1	08/09/21	Society of Local Council Clerks - Unit 1 Cilca Support Webinar Roland Potter	
2367	FPSSLCC2 10920	£36.00	226/1	08/09/21	Society of Local Council Clerks - Qualification fee: Roland Potter GDPR elearning	
2368	FPSSLCC2 10920	£72.00	226/1	08/09/21	Society of Local Council Clerks - Charitable Trust 2 and 9 September 2021 Roland Potter	£132.00
		£132.00			Society of Local Council Clerks - Total	
2354	FPSTradeU k210920	£9.98	450/6/1/1	19/08/21	Trade UK - Car Park line marking mini rollers	£9.98
		£9.98			Trade UK - Total	
		£9,194.71			Confidential	
<b>Total</b>		£18,896.32				

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# Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Parish Office Central Charges</b>					
100	Precept	£199,837.00	£0.00	£99,924.08	-£99,912.92
101	EBC Support Grant	£0.00	£0.00	£0.00	£0.00
103	Other Income	£0.00	£0.00	£830.42	£830.42
105	Office Services	£0.00	£0.00	£0.00	£0.00
110	Interest	£140.00	£0.00	£0.00	-£140.00
112	Intrest	£0.00	£0.00	£0.00	£0.00
<b>Total Parish Office Central Charges</b>		£199,977.00	£0.00	£100,754.50	-£99,222.50
<b>Allotments</b>					
120	Allotment Rents	£1,060.00	£0.00	£0.00	-£1,060.00
<b>Total Allotments</b>		£1,060.00	£0.00	£0.00	-£1,060.00
<b>Cemetery Services</b>					
125	Income	£5,000.00	£0.00	£260.00	-£4,740.00
<b>Total Cemetery Services</b>		£5,000.00	£0.00	£260.00	-£4,740.00
<b>Grounds Maintenance</b>					
130	Income - Outside Services- Long Lane	£2,859.00	£0.00	-£158.00	-£3,017.00
135	Income - Outside services - King George V	£0.00	£0.00	£225.00	£225.00
<b>Total Grounds Maintenance</b>		£2,859.00	£0.00	£67.00	-£2,792.00
<b>Capital</b>					
140	Grants & Section 106	£0.00	£0.00	£0.00	£0.00
<b>Total Capital</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£208,896.00	£0.00	£101,081.50	-£107,814.50

# Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Parish Office Central Charges</b>					
201	Community Centre Rent	£2,101.00	£0.00	£4,270.07	-£2,169.07
202	Community Centre Service Charges	£7,010.00	£0.00	£0.00	£7,010.00
203	Property Costs	£1,304.00	£0.00	£742.14	£561.86
210	Postage	£156.00	£0.00	£1.29	£154.71
211	Stationery/Printing	£626.00	£0.00	£142.28	£483.72
212	Photocopier Hire & Charges	£1,401.00	£0.00	£622.23	£778.77
213	Information Technology	£5,003.00	£0.00	£1,854.45	£3,148.55
216	Telephone	£1,500.00	£0.00	£835.93	£664.07
217	Website	£1,251.00	£0.00	£340.00	£911.00
218	Subscriptions & Publications	£1,901.00	£0.00	£1,971.54	-£70.54
219	General Insurance	£3,602.00	£0.00	£0.00	£3,602.00
220	Legal Fees	£3,000.00	£0.00	£275.00	£2,725.00
221	Audit Fees	£1,650.00	£0.00	£0.00	£1,650.00
222	Bank Charges	£175.00	£0.00	£38.70	£136.30
225	Salaries	£46,970.00	£0.00	£15,993.54	£30,976.46
226	Staff Overheads	£1,395.00	£0.00	£626.00	£769.00
230	COviD expenses	£1,500.00	£0.00	£707.59	£792.41
998	Suspence Petty cash	£0.00	£0.00	£0.00	£0.00
999	Suspence	£0.00	£0.00	£0.00	£0.00
<b>Total Parish Office Central Charges</b>		<b>£80,545.00</b>	<b>£0.00</b>	<b>£28,420.76</b>	<b>£52,124.24</b>
<b>Community Library</b>					
365	Library - Operational Costs	£11,543.00	£0.00	£18,929.19	-£7,386.19
<b>Total Community Library</b>		<b>£11,543.00</b>	<b>£0.00</b>	<b>£18,929.19</b>	<b>-£7,386.19</b>
<b>Civic Expenditure</b>					
300	Newsletter	£200.00	£0.00	£0.00	£200.00



# Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
305 Chairmans Allowance	£200.00	£0.00	£0.00	£200.00
306 Councillor Expenses	£100.00	£0.00	£0.00	£100.00
307 Councillor IT Expenses	£400.00	£0.00	£0.00	£400.00
308 Councillor Training	£400.00	£0.00	£75.00	£325.00
309 Civic projects	£100.00	£0.00	£0.00	£100.00
310 Room Hire	£200.00	£0.00	£0.00	£200.00
315 Election Expenses (RESERVE)	£250.00	£0.00	£0.00	£250.00
<b>Total Civic Expenditure</b>	<b>£1,850.00</b>	<b>£0.00</b>	<b>£75.00</b>	<b>£1,775.00</b>
<b>Community Development</b>				
360 Community Development	£5,000.00	£0.00	£0.00	£5,000.00
<b>Total Community Development</b>	<b>£5,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£5,000.00</b>
<b>Grants</b>				
350 Grants	£4,500.00	£0.00	£2,500.00	£2,000.00
<b>Total Grants</b>	<b>£4,500.00</b>	<b>£0.00</b>	<b>£2,500.00</b>	<b>£2,000.00</b>
<b>Allotments</b>				
500 Salary Costs	£0.00	£0.00	£0.00	£0.00
502 Administration Costs	£200.00	£0.00	£0.00	£200.00
505 Operational Costs	£500.00	£0.00	£108.21	£391.79
<b>Total Allotments</b>	<b>£700.00</b>	<b>£0.00</b>	<b>£108.21</b>	<b>£591.79</b>
<b>Cemetery Services</b>				
550 Bursledon Cemetery Staff Costs	£0.00	£0.00	£0.00	£0.00
552 Bursledon Cemetery	£792.00	£0.00	£285.82	£506.18
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
<b>Total Cemetery Services</b>	<b>£792.00</b>	<b>£0.00</b>	<b>£285.82</b>	<b>£506.18</b>
<b>Grounds Maintenance</b>				

# Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
400 Administration Costs	£1,000.00	£0.00	£26.66	£973.34
402 Health & Safety	£525.00	£0.00	£81.26	£443.74
403 Equipment Costs	£3,292.00	£0.00	£2,624.18	£667.82
404 Fuel	£2,000.00	£0.00	£1,185.03	£814.97
405 Vehicle Costs	£2,250.00	£0.00	£1,228.87	£1,021.13
406 Illegal Tipping	£500.00	£0.00	£0.00	£500.00
407 Notice Boards	£0.00	£0.00	£133.19	£-133.19
408 Salaries	£77,286.00	£0.00	£28,029.80	£49,256.20
409 Staff Overheads	£1,838.00	£0.00	£981.61	£856.39
420 Long Lane Recreation Ground	£15,627.00	£0.00	£1,768.58	£13,858.42
430 King George V Playing Fields	£3,002.00	£0.00	£1,780.16	£1,221.84
440 Pilands Wood Open Space	£2,000.00	£8,800.00	£9,547.27	£1,252.73
445 Woodlands Way	£0.00	£0.00	£144.00	£-144.00
450 Great Down Park	£1,500.00	£0.00	£0.00	£1,500.00
455 Lionheart Way Ecology Park	£3,000.00	£0.00	£0.00	£3,000.00
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	£95.00	£-95.00
480 The View Point	£0.00	£0.00	£20.32	£-20.32
485 Bursledon Station Woods	£0.00	£0.00	£0.00	£0.00
490 Peewit Hill	£0.00	£0.00	£0.00	£0.00
<b>Total Grounds Maintenance</b>	<b>£113,820.00</b>	<b>£8,800.00</b>	<b>£47,645.93</b>	<b>£74,974.07</b>
<b>Old Accounts</b>				
1465 Tree Maintenance	£0.00	£0.00	£0.00	£0.00
1470 Staff Salaries	£0.00	£0.00	£0.00	£0.00
<b>Total Old Accounts</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£218,750.00</b>	<b>£8,800.00</b>	<b>£97,964.91</b>	<b>£147,185.09</b>

# Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	<b>2021/22</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£208,896.00	£0.00	£101,081.50	-£107,814.50
Total Expenditure	£218,750.00	£8,800.00	£97,964.91	£129,585.09
<b>Total Net Balance</b>	<b>-£9,854.00</b>		<b>£3,116.59</b>	