

BISHOPSTOKE PARISH COUNCIL

**Members of the Finance and General Purposes Committee
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 10 April 2018 at 7.30pm
This Meeting is Open to the Public**

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 13 March 2018
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2018
7. To make recommendations as necessary on the Council's draft revision of the Snow and Ice Policy and Procedures
8. To make recommendations on the grant applications from the Eastleigh MELA and Bishopstoke Players
9. To recommend the adoption of the Statement of Internal Control
10. To recommend the Council approve the virement of sums from reserves to cover approved work from the previous financial year that has yet to be completed
11. To receive the Clerk's Report, including an update on Parish Council assets
12. Date, time, place and agenda items for next meeting – Tuesday 10 April 2018 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D Hillier-Wheal
Clerk to Bishopstoke Parish Council
4 April 2018***

Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 13 March 2018

Present: Cllrs Winstanley (Vice-Chair), Brown, Parker-Jones, Tidridge, and Toher

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Francis

Public Session 0 members of the public were present

FGP_1718_M10/

Public Session

119 Apologies for Absence

119.1 Apologies had been received and accepted from Cllr Thornton. Cllr Mignot was not present.

120 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 13 February 2018

120.1 The draft minutes had been circulated with the supporting papers for this meeting.

120.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** (Cllr Parker-Jones abstaining due to not being present) that the Minutes of the Finance and General Purposes Meeting held on 13 February 2018 be accepted as a true record.

121 To consider Matters Arising from the above Minutes

121.1 Minute 111.1 – The Neighbourhood Plan survey results were discussed at Full Council on 27th February.

121.2 Minute 115.4 – No meeting has been arranged as yet, but it will take place in the YZone.

122 Declarations of Interest and Requests for Dispensation

122.1 None were declared or requested.

123 To receive reports from Working Groups

123.1 No meetings had been held since the last reports were brought to Council. Cllr Toher updated the Committee that the Eastleigh District Association of Local Councils scheduled for March 15th has been postponed.

124 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for February 2018

124.1 The budget monitoring and payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

124.2 The Clerk reported that the final Carnival money will be paid in this month. Cllr Toher asked whether the Costco card was exclusively for Council use and the Clerk confirmed this.

Initial: _____ Date: _____

124.3 The RFO, Budget Monitoring and Payment reports were noted.

125 To make recommendations as necessary on the Council's response to the Local Government Ethical Standards consultation

125.1 The Clerk reported that only one reply had been received which had indicated general satisfaction with the way Bishopstoke Parish Council undertakes its business. The Committee agreed to respond accordingly to the consultation.

126 To make recommendations on the grant application from Challengers

126.1 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that Challengers be awarded a grant of £500.

127 To receive an update on verge protection and related issues and make any necessary recommendations

127.1 The Committee agreed to recommend that the Council use SurveyMonkey to gather the views of local residents on the already identified problem areas, and to ascertain if there are any more verges the Council should be concerned about. This would also be advertised on the website, Facebook and the noticeboards.

127.2 The list of identified problem areas is West Drive, Sedgwick Road, Colchester Avenue, Oakbank, Underwood Road, Edward Avenue, Escombe Road, Spring Lane, Fair Oak Road, Stoke Park Road and the slip road at the bottom of Underwood Road.

127.3 It was agreed that the survey would list the existing identified areas and allow residents to suggest potential solutions, with a separate section to allow residents to notify the Council of other areas. Cllr Parker-Jones also reported that some of the damage to Old St Mary's churchyard is being caused by the Borough Council's waste collection vehicles. The Clerk was asked to report this to Direct Services.

Action: Clerk

127.4 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council use Survey Monkey, the website, Facebook and noticeboards to gather the views of residents regarding damaged verges.

128 To make recommendations regarding the Royal British Legion Silent Soldier Campaign

128.1 The Committee were grateful for the offer from the Borough Council to fund one Silent Soldier.

128.2 After discussion, the Committee agreed to recommend the funding of two further Soldiers and that they should be placed by the Memorial, at the Cemetery and at St Paul's church.

128.3 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Parish Council fund two Silent Soldiers and place the three Soldiers they will then have at the War Memorial, the Cemetery and at St Paul's church.

129 To recommend the Council accept the quote and plan for Sayers Road play area

129.1 Cllr Tidridge requested the Clerk check with the company that the rubber they use goes through a contamination removal process.

Action: Clerk

129.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council accept the quote and plan for Sayers Road play area.

Initial: _____ Date: _____

130 To receive the Clerk's Report, including an update on Parish Council assets

130.1 The Clerk reported that at the Cemetery there has been some asbestos dumped which we are arranging to have removed. Quotes for the bank shoring and bin placement have been received. Both quotes recommend slight changes to the original specification, so those changes are being looked at by the Cemetery Working Group. The Clerk also reported that there is tree work coming to Old St Marys on 21st March for the removal of a dead ash and the tidying up of the trees near the road.

130.2 The Clerk reported that so far in March there have been 1 new ashes interment and 2 ashes re-openings. This brings the total for the year to 29.

130.3 The Clerk reported that he is still awaiting the repair of the swing in Otter Close. The latest safety reports have been received and necessary work will be quoted for soon.

130.4 At the allotments, the latest fence repair and replacement work has been somewhat patchy. The Assistant Clerk is following up to remedy the situation.

130.5 Finally, the Clerk reported that interviews for the additional Assistant Clerk would be taking place on Wednesday 14th March. It is hoped that the new employee will be in post shortly after.

131 Date, time, place and agenda items for the next meeting

131.1 The next meeting is scheduled to be on Tuesday 10 April 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

131.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

There being no further business, the Chair closed the meeting at 8.15pm

Resolutions to be noted by the Full Parish Council

120.2 that the Minutes of the Finance and General Purposes Meeting held on 13 February 2018 be accepted as a true record.

Recommendations for consideration by the Full Parish Council

126.1 that Challengers be awarded a grant of £500.

127.4 that the Council use Survey Monkey, the website, Facebook and noticeboards to gather the views of residents regarding damaged verges.

128.3 that the Parish Council fund two Silent Soldiers and place the three Soldiers they will then have at the War Memorial, the Cemetery and at St Paul's church.

129.2 that the Council accept the quote and plan for Sayers Road play area.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCILItem **6**Month **12****Budget Monitoring 2017/18****At 31 March 2018**% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 157,793.20	£ 157,792.40					100.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -	£ 15.90					
Burial Board income	£ 10,000.00	£ 14,050.00					140.5%
Allotment income	£ 5,000.00	£ 5,203.37					104.1%
Carnival	£ 3,500.00	£ 2,276.71					65.0%
Total income	£ 187,773.87	£ 190,619.05					101.5%
Community services, projects and facilities							
Community projects / facilities	£ 7,000.00			£ 3,434.00		£ 3,566.00	49.1%
Neighbourhood Plan	£ 2,500.00			£ 598.00		£ 1,902.00	23.9%
Carnival	£ 6,000.00			£ 3,427.82		£ 2,572.18	57.1%
Travel token scheme	£ 1,200.00			£ 1,518.50		-£ 318.50	126.5%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 9,556.00		-£ 4,556.00	191.1%
Play area/open sp grds mtce	£ 31,000.00			£ 35,132.62		-£ 4,132.62	113.3%
Open spaces tree maint.	£ 6,000.00			£ 2,145.00		£ 3,855.00	35.8%
Shears Mill maint./cleaning	£ 800.00			£ 416.60		£ 383.40	52.1%
Shears Mill utilities	£ 200.00			£ 103.20		£ 96.80	51.6%
PCSO funding	£ 8,000.00			£ 7,396.24		£ 603.76	92.5%
Grant Aid	£ 6,000.00			£ 7,073.00		-£ 1,073.00	117.9%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ 25,000.00		£ -	100.0%
Parish Publicity	£ 2,000.00			£ 525.55		£ 1,474.45	26.3%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 831.33		-£ 31.33	103.9%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 243.90		£ 1,256.10	16.3%
Sub total	£ 116,500.00		£ -	£ 106,554.79		£ 9,945.21	91.5%

BISHOPSTOKE PARISH COUNCIL

Item **6**

Month **12**

Budget Monitoring 2017/18

At 31 March 2018

% of the year that has passed **100.0%**

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 5,000.00			£ 1,833.36		£ 3,166.64	36.7%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 1,029.96		£ 70.04	93.6%
Cemetery grounds mtce	£ 24,500.00			£ 12,503.22		£ 11,996.78	51.0%
Water charges	£ 100.00			£ 4.02		£ 95.98	4.0%
Tree removal/mtce work	£ 4,000.00			£ 3,507.50		£ 492.50	87.7%
General maint	£ 5,000.00			£ 2,005.00		£ 2,995.00	40.1%
Sub total	£ 39,700.00		£ -	£ 20,883.06	£ -	£ 18,816.94	52.6%
Allotments							
General/equip maintenance	£ 10,000.00			£ 9,495.68		£ 504.32	95.0%
Electricity charges	£ 800.00			£ 360.71		£ 439.29	45.1%
Water charges	£ 1,000.00			£ 1,065.77		-£ 65.77	106.6%
Sub total	£ 11,800.00		£ -	£ 10,922.16		£ 877.84	92.6%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 54,308.86		-£ 1,308.86	102.5%
Election expenses	£ 2,000.00			£ 4,395.15		-£ 2,395.15	219.8%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 4,192.05		-£ 192.05	104.8%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 1,105.00		£ 395.00	73.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,996.00		-£ 296.00	117.4%
Office facility	£ 440.00			£ 432.00		£ 8.00	98.2%
Staff travel & mileage	£ 500.00			£ 417.15		£ 82.85	83.4%
Insurance	£ 2,000.00			£ 2,044.35		-£ 44.35	102.2%
Chair's Expenses	£ 150.00			£ 50.00		£ 100.00	33.3%
Seminars & training	£ 1,000.00			£ 1,181.10		-£ 181.10	118.1%
Sub total	£ 67,490.00		£ -	£ 70,121.66	£ -	-£ 2,631.66	103.9%
Total	£ 235,490.00	£ -	£ -	£ 208,481.67	£ -	£ 27,008.33	88.5%

Bishopstoke Parish Council

Finance & General Purposes Meeting

10th April 2018

ITEM 6

Payments (March 2018)

Direct debits

BT	Parish Office - Phone - (Feb)	£	31.90
Eon	Parish Office - Elec - (Feb)	£	30.00
British Gas	Allotment - MF - Elec (Feb)	£	81.93
British Gas	Shears Mill - Elec (Feb)	£	8.76

Internet payments

Greens Clearance	Allotments - MF - Clear 52B	£	210.00
M&S Enterprises	Allotments - MF - Mower maintenance	£	136.46
M&S Enterprises	Allotments - MF - Tiller maintenance	£	126.90
M&S Enterprises	Allotments - MF - Tiller maintenance	£	106.66
M&S Enterprises	Allotments - MF - Roller Mower maintenance	£	151.14
Eastleigh Borough Council	Empty Dog Bins - February 2018	£	47.38
Green Smile	Cemetery tree debris clearance	£	264.00
Proline Fencing	Allotment - JL New fence	£	2,700.00
Seagrave Inspections Ltd	Play Area Operational Inspections	£	484.78
Wren	Cemetery Hut Clearance	£	1,914.00
Green Smile	Cemetery cleanup (Christmas)	£	48.00
Greens Clearance	Cemetery clearance (concrete)	£	78.00
Green Smile	Turf repair - Cemetery, church road	£	72.00
George Cann Garden	Service strimmer	£	68.94
George Cann Garden	Service tiller	£	76.26
George Cann Garden	Service mower	£	107.10
Eastleigh Borough Council	Empty Dog Bins - March 2018	£	47.38
Bishopstoke Memorial Hall	Grant - Community building	£	1,500.00
Challengers	Grant	£	500.00
Proline Fencing	Fencing - MF	£	1,140.00
Green Smile	Ground Maintenance (Feb)	£	3,283.22
Green Smile	Additions (Feb)	£	320.48
Staff	Salary	£	2,869.27
Staff	Mileage	£	23.85
HMRC	Tax / NI	£	906.99
HCC	LGPS	£	890.23

Cheque payments

Out Of Pocket Expenses	Clerk			
Vodafone	Topup	£	10.00	
Ryman	Stationery	£	64.74	
Wix	Domain name	£	11.64	
Wix	Website Hosting	£	111.75	
Wix	Mailboxes	£	816.72	
		Sub total	£	1,014.85
Out Of Pocket Expenses	Assistant Clerk			
Various		£	200.32	
		Sub total	£	200.32
Total payments			£	19,440.80



POLICY IN THE EVENT OF SNOW AND ICE

Grit and Salt

The Clerk will monitor the level of contents in the residential grit/salt bins before and during the winter months.

Grit bins and their contents are the sole responsibility of Hampshire County Council Highways department.

Notices

Notices warning of the possibility of ice and snow creating slippery conditions will be kept by the grounds maintenance contractor and posted at the entrances to the areas indicated on the Action Plan.

All Councillors, others and staff, should adhere to the Parish Council's risk assessments and health and safety policy.

Other action

The Clerk may also instruct the grounds maintenance contractor to implement the Snow and Ice Action Plan (below) at the onset of thick snow or ice on public highways where there is heavy use.

Policy adopted by the Parish Council on 25 June 2013

HEAVY SNOW AND ICE ACTION PLAN

In the event of heavy snowfall and ice, the Clerk will instruct the grounds maintenance contractor to spread salt/grit on the access paths in the play areas, the entrance to Shears Mill and on other land owned by the Parish Council, as appropriate.

The contractor is to post warning notices at the entrances to each of the Parish Council owned play areas and other sites, as appropriate.

The Assistant Clerk is to place warning notices at the entrances to the Cemetery and the two allotment sites.

Members of the public are to be encouraged to spread salt/grit along the pavements and roads, as necessary, adjacent to where they live.

(Note: the salt/grit provided by Hampshire Highways is not to be used on private land)

BISHOPSTOKE PARISH COUNCIL
POLICY & PROCEDURES
on
SNOW & ICE

**This Policy on volunteers was adopted
by the Parish Council at its meeting on**

D Hillier-Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
POLICY & PROCEDURES

on

SNOW & ICE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

SNOW & ICE POLICY & PROCEDURES

1 Purpose

- 1.1 To provide staff and members of the public with a clear statement of the measures that will be taken by the Parish Council in the event of snow and ice conditions occurring in the Bishopstoke area. The Parish Council's objective is to use the resources available to assist in the continuance of safe access to businesses and facilities.

2 Background

- 2.1 The experience of the recent past winters has highlighted the importance of communication and co-operation between the various agencies involved in dealing with snow and ice. Bishopstoke Parish Council does not have a statutory duty to prepare for and deal with snow and ice apart from on its own property and land, but it is in a good position to inform the principal authorities about local needs.
- 2.2 The Parish Council will identify and publish the location of all grit bins in the area to enable residents to use the facilities should the need arise..

3 Introduction

- 3.1 Hampshire County Council is the Highway Authority for public roads in Bishopstoke. This includes roads and pavements. The County Council has a duty to ensure that safe passage along a road is not endangered by snow or ice so far as is reasonably practicable. To comply with this duty, roads are gritted to help prevent or remove ice and ploughed to clear snow in accordance with the County's agreed policies. As resources are finite, there is a priority rating: Red = primary routes, Blue = secondary routes and Green = community routes. These routes are shown on the attached map.
- 3.2 There are areas where the County Council cannot access or fit into their priority schedule. Priority ratings for roads can be improved by reference to the Local Ward County Councillor. It should be noted that the Parish Council has no responsibility for the clearance of highways.

4 Legal Advice

- 4.1 People may be hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This contrasts strongly with winters of a few decades ago when the community would mobilise to clear footways.
- 4.2 In 2012 the Ministry of Justice sent out a letter which stated that "The prospect of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured is very small.
- 4.3 A snow clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

- Follow any guidance from Hampshire County Council (www.hants.gov.uk)
- Move snow to a porous surface such as a grass verge or garden
- Spread salt / grit evenly and at the appropriate spread rates
- Clear any excess salt or grit once the snow / ice has melted

Don'ts

Use water to melt snow and ice, if there is a risk it will refreeze

Move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk

Use excessive salt, grit or other material so as to create a new or worse risk

Further information can be found at <https://www.gov.uk/search?q=snow+code>

5 Snow and Ice Procedure

- 5.1** If bad weather conditions are anticipated, the Parish Clerk will make a decision as to whether or not to grit the Parish Council's property and land. The Grounds Maintenance contractor will be called upon to do any gritting. Assessments will be made each day during prolonged bad weather, during which time the Clerk will keep the Chair informed.

6 Snow Clearance

- 6.1** Snow shovels will be kept at various Parish Council locations and are for the use of Parish Council employees and contractors.

7 Operation of salt distribution / protective clothing

- 7.1** Relevant operatives will be advised that this shall be done by filling a bucket with grit / salt and spreading on pathways with a trowel or scoop. Protective gloves should be worn at all times as although rock salt is non-toxic, it is very abrasive and will damage skin. To avoid an uneven spread, salt should be thrown from about waist height with an under-arm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface. Operatives must be aware that if bags of salt are being used, they are heavy to handle so safe lifting and handling procedures should be used. Over-salting damages the environment and the spread rate for hand salting should not exceed 20g/m² (this is about a tablespoon per square metre). Rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing. Any items of clothing removed during the physical exertion of gritting/snow clearance should be replaced as soon as possible thereafter. Low salt stock or equipment should be reported to the Parish Clerk. Melt water from thawing accumulations of snow can re-freeze, particularly at night. Extra treatment may be needed and monitored.

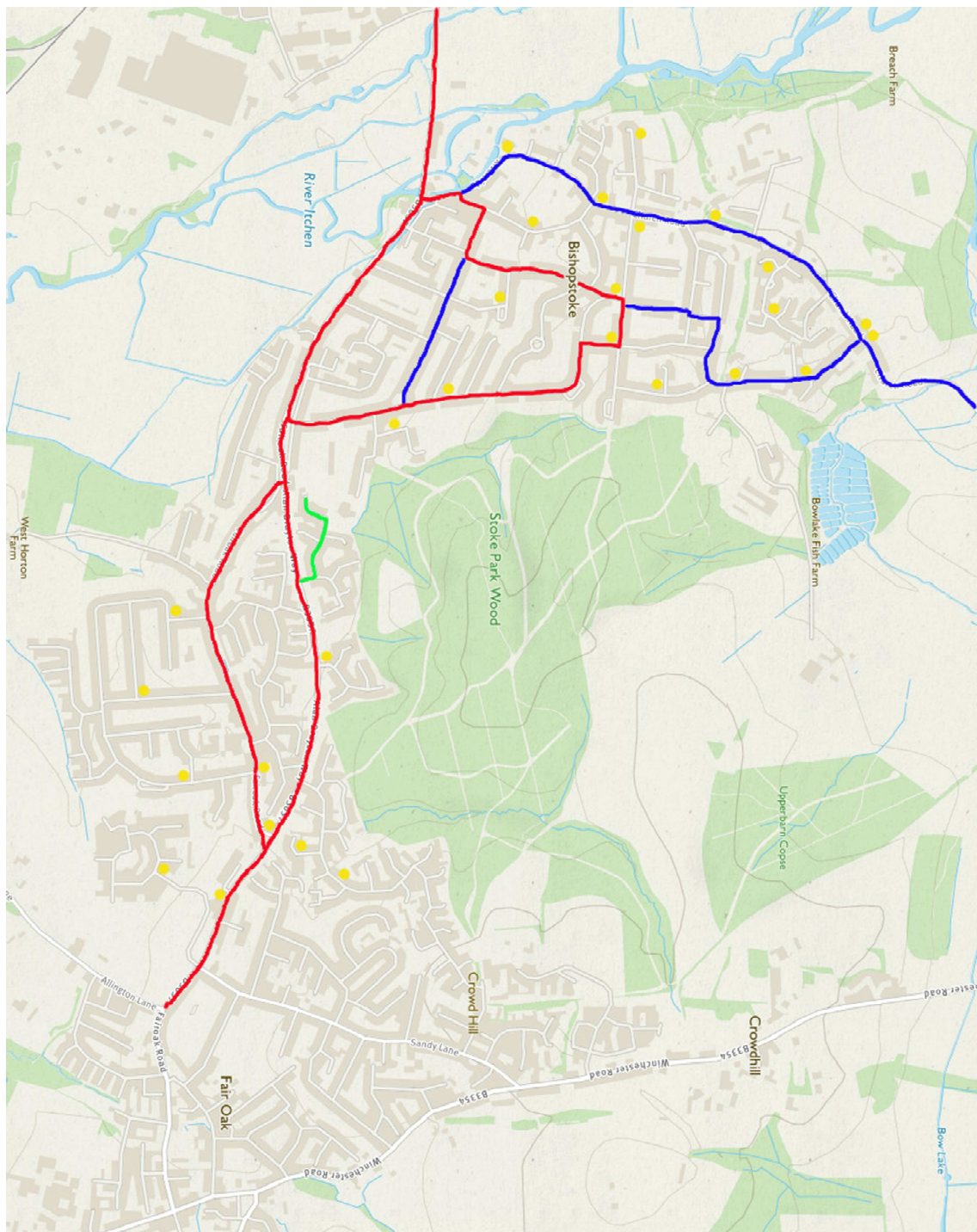
8 Health and Safety

- 8.1** All works carried out by Parish Council staff or contractors must be done so in a safe working manner. Particular attention must be taken while working alongside roads, Hi-Vis clothing must be worn and signs put out where appropriate. The safety of staff and members of the public must be taken in to account before any works are started, and where appropriate risk assessments must be completed. Anything considered to be dangerous or unclear must be reported to the Parish Clerk.

9 Grit Bins

- 9.1** At present the Parish Council has 2 grit bins, one at Bishopstoke Cemetery and one at Underwood Road allotments. Empty, misused or damaged grit bins must be reported to the Parish Clerk. A map of grit bins provided by Hampshire County Council is attached (the yellow dots are grit bins). These are for use only on public paths, pavements and roads, and are not to be used on driveways or garden paths. Further information can be found at <https://www.hants.gov.uk/transport/roadmaintenance/severeweather/salting>.

Bishopstoke salting routes and grit bin locations



RED routes – Priority one salt routes

BLUE routes – Priority two salt routes

GREEN routes – Community salt route

YELLOW dots – Hampshire County Council grit bins



Bishopstoke Parish Council

David Hillier-Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hampshire SO50 6LQ

Tel: 02380 643428
email: bishopstoke.pc@btconnect.com

APPLICATION FOR GRANT AID

1.	Name of Organisation	Bishopstoke Players
2.	Address (if applicable)	
3.	Name and address of the person making this application on behalf of the Organisation	Barry Kitchen 64 Launceston Drive Eastleigh SO50 4SG
4.	Your position in the Organisation	Lighting Technician
5.	Address to be used for communication (2 or 3 above?)	as 3 above
6.	Telephone number and e-mail address	07989 852201 support@bishopstokeplayers.uk
7.	If a Registered Charity, please give Charity Number	
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	Supporting the work of Action for Children by the performance of drama in Bishopstoke Memorial Hall and encouraging the community to enjoy and participate in the dramatic arts. Membership is open to all over the age of 12.
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	Total paid membership is around 60 with around 35% resident in Bishopstoke. In addition a large range of local residents come to see our three main productions every year or help out back-stage or front of house..
10.	What total amount of Grant Aid is sought?	£ 1,366.09
11.	For what purpose is the Grant required?	Purchase of a new lighting console and associated flight case to replace our current lighting console, which is not capable of controlling modern LED and moving lights. This will enable us to increase the quality of our productions.

12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by	The grant will be spent on a Zero 88 FLX S24 lighting console at £1,203 including VAT and a Swan Flight flight case to keep it in at £163.09. These items have been purchased in February 2018 in order that we can learn how to use them effectively prior to our next production in May 2018. Lloyds Bank, Bank Account no. 00159173 Sort Code 30-92-94
13.	Please state your Organisation's estimated income for the current year	£8,000
14.	Please state your Organisation's estimated expenditure for the current year	£7,300
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	None

Signature..... B. C. F. C. Date..... 29/3/18

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.



APPLICATION FOR GRANT AID

1.	Name of Organisation	Asian Welfare& Cultural Association (AWCA)
2.	Address (if applicable)	N/A
3.	Name and address of the person making this application on behalf of the Organisation	Caroline Wallace 12 Whitehaugh Court Church Road Eastleigh SO50 6DF
4.	Your position in the Organisation	Co-Chair of Trustees
5.	Address to be used for communication (2 or 3 above?)	3
6.	Telephone number and e-mail address	07855 990835 carolinewallace@tiscali.co.uk
7.	If a Registered Charity, please give Charity Number	1137818
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	To promote the health, welfare & culture of Asian people within the Borough of Eastleigh. Using a variety of methods including advancing public education in Asian culture, in particular in the arts of traditional Asian music, drama and dance (see attached Constitution)
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	Anyone who lives in the Borough of Eastleigh can be a member of the AWCA and there are a number from Bishopstoke. However we are applying for funding for the Eastleigh Mela which is a large event open to all members of the community. Residents from Bishopstoke regularly attend and are involved as volunteers.

10.	What total amount of Grant Aid is sought?	£500
11.	For what purpose is the Grant required?	To help towards the cost of staging for the Eastleigh Mela on Sunday 22 nd July on the recreation ground in the centre of Eastleigh. This year we will have a second stage in the Markets area to give more opportunity for local acts and performances. So far, we have a Brazilian Samba band, a jazz group and a South American dance group.
12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by	The total amount for the staging is £3,500 It will be spent on the day (22/7/18) or within the month following.
13.	Please state your Organisation's estimated income for the current year	£17,500 (if we get all the funding asked for including this grant)
14.	Please state your Organisation's estimated expenditure for the current year	£17,170
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	All applications for the Eastleigh Mela:- Fair Oak Parish Council £500 applied Hedge End Town Council £500 applied Chandlers Ford Parish Council £500 will be applying EBC in kind (£7500) agreed HCC £2860 agreed Hants Fire & Rescue £1500 applied Hants Police £1500 applied BID will be applying Councillor Grant £350 agreed

Signature.....Caroline Wallace..... Date.....25/3/18.....

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send:

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1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.

3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

Finance & General Purposes – 10th April 2018

Virements

There are several items that were approved in the budget for 2017-18 which have not yet been actioned. The recommendation is that the projects be carried over into the current financial year, and the money be vired across from reserves to cover them.

The projects are:

Cemetery improvement work	£3,500
Essential fencing work at Underwood Road	£1,000
Replacement of BPC / BMH Memorial Hall noticeboard	£1,500

The total therefore being requested for viring from reserves is £6,000. My recommendation is that the Committee approve this request as all the projects are both necessary and budgeted for.