



# Wickham and Knowle Parish Council

## Finance Committee

(**Chair:** Cllr Craig Manuel **Members:** Cllr Robert Broad, Cllr Nic Holladay, Cllr Sandy Phillips-Lee, Cllr Loraine Rappé)

Dear Councillors

I hereby give you notice that a meeting of the Finance Committee will be held at **Knowle Village Hall, PO17 5GR on Thursday 3<sup>rd</sup> April 2025 at 8.00pm**. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

*The meeting will be open to the public unless the Council directs otherwise. Meeting Papers are available on request from the Clerk unless classified as Confidential*

Agenda item	Title	Lead	Page
1.	To receive apologies for absence	Chair	-
2.	To receive declarations of interest on agenda items	Chair	-
3.	Public Session	Chair	-
4.	To approve the minutes of the meeting held on 23 <sup>rd</sup> January 2025	Chair	3-4
5.	To approve the confidential minutes of the meeting held on 23 <sup>rd</sup> January 2025	Chair	Confid. paper
6.	To receive an update from the Clerk on matters arising	Clerk	5
7.	To consider grant applications from the following organisations:	Chair	-
7.1	Wickham Festival - £5,000	Chair	6-9
7.2	Taste of Wickham - £5,000	Chair	10-18
7.3	Wickham in Bloom - £1,238	Chair	19-22
8.	To note a £500 annual grant to Wickham Twinning Association as approved in April 2024	Chair	23
9.	To discuss a change in procedure for Parish funded events that are managed by the Parish Council Business & Events Manager and funded by the Parish Council	Chair	23
9.1	To approve a budget of £2,000 for the Knowle Summer Fete, managed by the Parish Council's Business & Events Manager, funded from nominal 5710 - Knowle Events	Chair	23
9.2	To approve a budget of £1,500 for the Parish Assembly, managed by the Parish Council's Business & Events Manager, funded from nominal 5010 – Parish Assembly	Chair	23
10.	To consider a proposal to stop funding Wickham Parish Magazine and Knowle Post and divert the funding to a "Wickham and Knowle Parish Council Magazine" which is distributed to all Parish residents 4-6 times a year	Chair	24
11.	To receive a draft budget monitoring report for 2024-25	Clerk	25-31
12.	To approve the payments list for January, February and March 2025	Clerk	To follow
13.	To note the final price of the Council's insurance policy which renewed on 8 <sup>th</sup> March 2025	Clerk	32



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14.	To discuss making a recommendation for funding a trial of an Accredited Community Safety Officer (ACSO) for the Parish in 2025/26	Chair	32
15.	To make a recommendation to Full Council to approve adding Natalie Kenward to the Lloyds bank mandate as a signatory	Clerk	32
16.	Recent correspondence/ reports from meetings attended of relevance to this Committee	Chair	-

**Sophie Thorogood**  
**Clerk and RFO to Wickham & Knowle Parish Council**  
**clerk@wickhamparishcouncil.org**  
**30<sup>th</sup> March 2025**



# Wickham and Knowle Parish Council

## Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Knowle Village Hall

Thursday 23<sup>rd</sup> January 2025 at 9:20pm

**Committee members present:** Cllr Craig Manuel (Chair), Cllr Nic Holladay, Cllr Loraine Rappé, Cllr Sandy Phillips-Lee (Vice-Chair)

**In Attendance:** Sophie Thorogood, Parish Clerk & RFO

**Members of Public:** Cllr Kathryn Holladay, Cllr Sheila Chambers

1. **Apologies for absence:** Cllr Robert Broad
2. **Declarations of interest on agenda items:** None declared
3. **Public Session:** 2 Parish Councillors as above.
4. **Minutes of the meeting held on the 14<sup>th</sup> November 2024**  
**RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Phillips-Lee and carried.**
5. **Clerk's update:** The Clerk's update had been circulated with the document pack and was noted.
6. **Budget monitoring for Q3 2024-25:** Monitoring report noted. **ACTION:** Clerk to add amended descriptions to headings for future reports.
7. **Payments lists for October, November and December 2024:** The payments lists had been circulated with the document pack.  
**RESOLVED: To approve the payments lists for October, November and December 2024, as proposed by Cllr N Holladay, seconded by Cllr Phillips-Lee and carried.**
8. **Virement from reserves:** The draft budget prepared by Cllr Manuel and the Clerk was circulated with the document pack.  
**RESOLVED: To recommend to Full Council to approve a virement from general reserves to a maximum of £7,000 to cover the office conversion costs at Knowle Village Hall, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.**
9. **Fixed Asset Register:** The current Fixed Asset Register was circulated with the document pack. Further work is needed to ensure accuracy of play area equipment. **ACTION:** Clerk to locate the Chair's Badge of Office.  
**RESOLVED: To recommend to Full Council to approve the Fixed Asset Register, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.**
10. **Review of Standing Orders:** The Standing Orders were last approved in May 2023, and a copy was included in the document pack. The Clerk is not recommending any changes at present, only for the Committee to recommend re-adopting them. Cllr N Holladay commented that having read them thoroughly, not all Committee chairs are following them, particularly with regards to members of public talking. **ACTION:** Clerk to prepare a small



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statement that could be read out by the Chair of each meeting to remind public.

**RESOLVED: To recommend to Full Council to re-adopt the Standing Orders, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.**

- 11. Insurance Policy:** The Clerk has discovered that the Council is in a 3 year Long Term Agreement (LTA) with Zurich and therefore cannot approach another insurance company. From having reviewed the current policy, the play equipment is not insured for material damage, and the general and office contents need to be increased. **ACTION:** Clerk to ask Zurich for quotes to increase the general and office contents, and for material damage to the play equipment.

**RESOLVED: To recommend to Full Council to delegate to the Clerk to finalise the insurance policy, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

- 12. Utility Contracts:** 4 out of the 6 current utility contracts expire in February & March 2025. The Council is now part of the Hampshire Framework and eligible to join the utility contract held by HCC. A comparison of current supplier quotes with the HCC Framework was circulated with the document pack. The accounts that would move at present are the gas account at Knowle Village Hall, and the electricity accounts at Knowle Village Hall, Wickham MUGA and Wickham Recreation Pavilion.

**RESOLVED: To recommend to Full Council to approve joining the Hampshire County Council Framework for utility contracts, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

- 13. Bad debts:**

**RESOLVED: To recommend to Full Council to write off the £20 bad debt, and to recommend to Full Council that the customer with the £166 overdue invoice for graffiti removal is written to one last time for payment before a small claims court claim is instigated, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.**

- 14. To close meeting for confidential business.**

- 15. To consider the Boston's rent:** Full details of this are contained in a confidential minute

**RESOLVED: To recommend to Full Council to approve an increase in the Boston's Barbers rent, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.**

Meeting Closed, 10:19pm

Signed.....

Date.....

## **Finance Committee meeting – 3<sup>rd</sup> April 2025**

### **Agenda Item 5 -**

#### **To receive an update from the Clerk on matters arising**

For items not covered on the agenda:

The Council has joined the HCC Framework for the utility accounts and bills for the new accounts are beginning to arrive.

The £20 bad debt was written off as requested, and the £166 debt for the graffiti removal was paid in full. There is one KVH regular hirer with overdue invoices which the Clerk and Business and Events Manager are liaising and may make changes to their payment terms if the late payments continue.

Boston's Barbers have accepted the rent increase from 1<sup>st</sup> April 2025.

Resolution from Full Council meeting on 27<sup>th</sup> March 2025 that the Committee is now just called Finance Committee, with Policy moved to Human Resources & Policy.

# Wickham and Knowle Parish Council Community Grant Application Form

Please fill in all sections.

Should you wish to expand on a question please enclose additional information separately.

Only one project per application. Declaration at end of form must be signed and dated.

When completed please return this application form to:

Wickham and Knowle Parish Council, Parish Office, Knowle Village Hall, Knowle Avenue, Fareham, PO17 5GR. Telephone: 01329 553254 email: [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)

<b>1. Your organisation</b>	
Name of organisation	Wickham Folk Festival
Contact name	Peter Chegwyn
Position in organisation	Festival Organiser
Address for correspondence	[REDACTED]
Tel No.	[REDACTED]
Email address	[REDACTED]
<b>2. Details of organisation</b>	
Brief description of your organisations aims	To host an annual music & arts Festival in Wickham of interest to residents & visitors alike; to provide top-quality music & entertainment for local Wickham residents; to support local businesses & traders by generating extra income for them.
How long has it been in existence?	Since 2006
Is it run by a committee?	Yes
If yes, how many committee members?	Currently 12
Can anyone join?	No, membership by invite only
If not what are the restrictions?	Committee members are all people with a role at the Festival - Site Manager, Production Manager, Health & Safety
How often do you meet?	Officer etc. As required (some meeting for site planning on Sunday, 30th March)

Where are meetings held?	Sometimes on site or in local premises such as The Kings Head or New Place Hotel at Shirrell Heath.
Are they public meetings?	No
How many members do you have?	We don't have membership as such but the Festival is licensed for up to 5,000 attendees at any time, approx. 15,000 - 20,000 admissions each year. Our mailing lists have 6,500 email addresses, our Facebook page over 31,000 followers.
What percentage of members live within Wickham and Knowle Parish?	n/a - no membership but many Festival attendees live in Wickham & Knowle
<b>3. Purpose of organisation</b>	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	We organise an annual 4-day Music & Arts Festival each summer for up to 5,000 attendees at any one time, a mix of local residents & visitors to Wickham from across the UK and all around the world. Our aim is to promote top-quality live music & entertainment in Wickham and attract visitors to the area whose spending power provides a significant boost to the
Describe how the local community will benefit from your organisation	local economy. Through world-class live music & entertainment on their doorstep and through visitors to Wickham spending money in local shops, pubs, restaurants, petrol stations, hotels, B&Bs etc. Also, with the support of a Parish Council grant, we can offer free entry to the Festival on the Sunday for all Wickham Parish
	residents.
<b>4. About the project</b>	
Please give details of your proposed project and what you wish to use any grant awarded for?	The Festival costs approx. £1 million to stage. We are seeking a £5,000 grant towards the costs, specifically towards (i) the costs of providing a daily shuttle bus service between the Festival and Wickham Square, and (ii) the additional costs (and loss of gate receipts) incurred by allowing local Wickham & Knowle residents free entry to the Festival on the Sunday.

What is the project cost? Provide as much detail as possible	As above. The Festival costs approx. £1 million to stage but we are seeking a grant of £5k to help pay for a daily shuttle bus service between the Festival & Wickham Square, and free entry for Wickham Parish residents all day on the Sunday of the Festival.
Have you received or applied for funding from any other source for this project?	No
<b>5. Financial details</b>	
Do you receive funding from other sources and if so who?	We rely on ticket income and revenue from food & drink concessions to fund the Festival
Please supply financial records, as per guidance notes	Statement of accounts to follow
If you have previously received a grant from Wickham and Knowle Parish Council, please give details.	£5,000 last year. £3,000 to £5,000 in previous years.

**Please complete the following declaration**

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of Wickham Folk Festival

I accept the conditions in Wickham and Knowle Parish Council's Community Grants Policy

Signed Peter Chegwyn Date 21st March 2025

Position in organisation Festival Organiser

If the person signing this form is under 18, an adult organisation member must countersign it



Signed *Peter Chegwyn* Date 21st March 2025

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**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole**

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<b>1. Your organisation</b>	
Name of organisation	Taste of Wickham
Contact name	Jenny Atherton
Position in organisation	Event Manager
Address for correspondence	Warwick Lane, The Square, Wickham PO17 5JN
Tel No.	Warwick Lane – 01329 835495
Email address	<a href="mailto:tasteofwickham@gmail.com">tasteofwickham@gmail.com</a>
<b>2. Details of organisation</b>	
Brief description of your organisations aims	<p>The organisation aims to:</p> <ul style="list-style-type: none"> <li>• Create an event which enhances the lives of local residents, giving them an opportunity to feel more engaged with where they live</li> <li>• Boost local economic growth through showcasing village and local businesses, encouraging attendees to shop locally</li> <li>• Give a platform to local craftspeople, food producers and other quality businesses, giving them the opportunity to sell to thousands of visitors</li> <li>• Showcase local community organisations, giving them the opportunity to engage, network and raise money from thousands of visitors</li> <li>• Offer volunteering opportunities</li> <li>• Meet and socialise with people from the village and surrounding areas</li> </ul>

	<ul style="list-style-type: none"> <li>• Offer visitors the chance to take part in a new activity, or experience something new through our workshops, tours, children's activities and performances</li> <li>• Offer opportunities for local professional and amateur performers to entertain visitors</li> </ul>
How long has it been in existence?	11 years
Is it run by a committee?	Yes
If yes, how many committee members?	8
Can anyone join?	Yes
If not what are the restrictions?	Not Applicable
How often do you meet?	8 times a year
Where are meetings held?	Warwick Lane, The Square, Wickham.
Are they public meetings?	We hold a public Annual General Meeting
How many members do you have?	15
What percentage of members live within Wickham and Knowle Parish?	100%
<b>3. Purpose of organisation</b>	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	<p><b>A new team</b> This year, there has been changes in committee members and we are working with local event manager Jenny Atherton again in 2025.</p> <p>Jenny delivered a hugely successful event with the team in 2024, significantly increasing visitor numbers, boosting event activities, opportunities to take part in the event and involving local community groups.</p> <p>To ensure that the event management fee is covered in 2025, the event manager is paid directly through the commercial income raised through stallholder fees.</p> <p><b>Budget</b> We are a highly motivated new team and are focused on longer term financial sustainability. We have been renewing supplier quotes to ensure value for money, and have amended our budget to remove unnecessary costs, while boosting income.</p>

To boost commercial income, we have increased the amount stalls this year. We will also be implementing a small charge for the park and ride, which will raise money for both the festival and the local Scouts group (50/50 split of income).

We are always developing new ideas for raising income and will also be approaching high-level sponsors. We expect sponsorship to grow from 2024, as the event has seen significant increase in visitor numbers.

### **Marketing & boosting footfall**

As in 2024, we are focussed on attracting a larger audience to the event and feel it is important to develop the event, inviting a range of village businesses, new suppliers, community organisations, stallholders and performers to take part. We hope to attract at least 8,000 visitors in 2025.

We have redesigned our branding to reflect the re-energised event. We will sustain the 2024 marketing and social media campaign, reaching a wider audience than in previous years.

### **Village infrastructure**

Due to unprecedented visitor numbers to the car parks in 2024 and cancellation of a minibus on the afternoon before the festival, we will be hiring additional park-and-ride transport in 2025.

In addition to this, we will also be hiring a professional road closure company to manage and marshal all elements of the road closure (pre-event signage and on the day), including the park and ride drop-off point on Winchester Road and disabled parking bays.

### **Event activities**

We are currently approaching local organisations and businesses to get involved in the event by offering visitors the chance to take part in a new activity, or experience something new.

- We have increased the number of stalls, ensuring that as many stallholders as possible have a chance to reach visitors. We will be using the 2024 layout of the event.
- Local businesses are developing a family adventure trail around the village shops
- We will be hosting an exciting children's activity area.
- We are programming two stages of live entertainment which will showcase local talent. We are offering

	<p>opportunities for local professional and amateur performers to entertain visitors and some of these performances will be workshop based, with the audience invited to take part in dance and music.</p> <ul style="list-style-type: none"> <li>Local not for profit / community organisations will be hosted in a ‘community marquee’ (which we will offer free of cost to organisations)</li> </ul> <p><b>Volunteers, residents &amp; businesses taking part</b> Over the last year, many local residents, businesses and community organisations are involved in the lead up to the event.</p> <p>Nearer the event and on the day there are around 40 volunteers involved, as well as the Lions and Scouts giving up their free time to assist with the event.</p> <p><b>Key statistics for 2024:</b></p> <ul style="list-style-type: none"> <li>Over 20 village businesses taking part</li> <li>Key community organisations taking part including Wickham Pantry, Wickham Community Centre, Wickham History Society, Wickham Town Team and others</li> <li>84 stalls</li> <li>15 performance opportunities on the main stage for amateur and professional groups</li> <li>8 professional artists / arts organisations providing family activities</li> </ul>
<p>Describe how the local community will benefit from your organisation</p>	<p><b>Building local pride</b> The event offers local residents and visitors the chance to meet neighbours, make new friends, try a new activity, explore the village, visit village businesses, support wider local small businesses, experience good quality arts and cultural activities and enjoy a free day out. For village residents, this builds a feeling of pride in place and a sense of belonging in their inclusive community. This will help people live safe, happy and healthy lives.</p> <p><b>Boosting footfall and dwell time – short and long term</b> We are attracting new visitors to the village, offering them a memorable day out that they will return to year on year – and in between. With the best of ‘everything Wickham’ on display, visitors will have a chance to sample village life and associate the Wickham with a fantastic, welcoming community, with lots of things to do and a thriving local economy.</p> <p><b>Addressing social challenges</b> The event offers a huge range of accessible activities for people of all ages and socio-economic backgrounds.</p>

This event offers attendees an opportunity to overcome social isolation and giving people a sense of belonging.

The 2021 Census showed that Wickham had 5% more retired people than Winchester District, the South East and nationally, also a higher number of permanently sick/disabled than Winchester District and the South East. Wickham was also shown to have a higher percentage of one person pensioner households than Winchester District and the other similar settlements in the District.

We hope that the event would help those who may feel isolated feel part of something bigger through, visiting community stalls at the event, show casing what groups are available in the area, volunteering or through a wider sense of identity and belonging.

The event also showcases local clubs and groups that encourage people to take part physical activities. We will be offering a chance to take part in guided walks, dance workshops and more.

The event offers a wide variety of free family activities to ensure low income households can partake fully in the event, we plan to include free street theatre, interactive storytelling, children's crafts, an adventure trail and immersive magic shows, alongside low cost face painting and children's rides.

### **Supporting the local economy**

The event encourages increased spend with local businesses. By showcasing shopping locally and reminding residents and visitors what is on offer, means there will be a ripple effect on the wider economy.

Research shows that £10 spent with a local independent shop means up to an additional £50 goes back into the local economy. This will benefit the residents as thriving businesses mean job creation, a healthier environment due to less transport getting to larger cities for shops, and supporting skills and traditions which without their support would be missing in communities.

In 2024 the event showcases over 80 local small businesses and organisations, including innovative business owners in the creative industry; previously this has included jewellery makers, musicians, entertainers, artists. We also work with rural businesses that are diversifying to survive, such as dairy farmers making their own ice cream or cheese.

This year, we are increasing the number of artisan food producers and unique street food vendors, so that the

	<p>audience have a chance to experience new local and international foods. Through the new event manager, we are working with Hampshire Fare to promote the event to leading local producers.</p>
<b>4. About the project</b>	
<p>Please give details of your proposed project and what you wish to use any grant awarded for?</p>	<p>Our grant application this year is for running the event as a whole and providing lots of fun and free activities for residents and visitors (see above), while showcasing the village to thousands of visitors.</p> <p>We would like to request a Parish grant of £5,000 towards this year's event. This grant would contribute towards a number of activities including free vibrant family entertainment, a main stage, a buskers stage and musicians, a family adventure trail, alongside vital infrastructure including toilet hire, road closure management, marketing materials and the park and ride buses.</p> <p>In return for Parish Council support, the logo would of course be present on marketing materials and marked by 'thank you's' on social media.</p>
<p>What is the project cost? Provide as much detail as possible</p>	<p>We have provided a copy of our budget for this event, listing all of the proposed costs.</p> <p>The total cost of this growing event is £16,748.</p> <p><i>* £1,760 of the budget is for potential costs that may not be required – We will access our Committee's reserves to cover these costs.</i></p> <p><i>* To reduce event costs for all parties in 2025, we would appreciate the opportunity to run relevant VAT invoices directly through the Parish Council, so that the VAT can be reclaimed. We expect the reclaimable amount of VAT to be approx. £1,100 (see budget).</i></p>
<p>Have you received or applied for funding from any other source for this project?</p>	<p>No. We will be applying to Winchester City Council and Hampshire County Council for grants when they re-open in the new financial year.</p>
<b>5. Financial details</b>	
<p>Do you receive funding from other sources and if so</p>	<p>We generate income from selling stalls space, sponsorship, a tombola, the new park and ride fee and receiving a percentage of takings from the fair rides. Apart from the stall</p>

who?	<p>income, no other income is guaranteed at this stage.</p> <p>We have worked incredibly hard to boost our commercial income and hope to attract some sponsorship for the re-energised format of the event in 2025.</p> <p>We also have support 'in-kind' from local businesses and volunteers time, worth approximately £3,500 for services that we would otherwise have to pay for.</p>
Please supply financial records, as per guidance notes	The group does not produce audited accounts.
If you have previously received a grant from Wickham and Knowle Parish Council, please give details.	<p>The Parish Council were kind enough to give us £2,189 for the event last year, after submitting an application for £5,500.</p> <p>We received a £1,700 top-up to the budget from private individual, Chris Chamberlain. This is not available in 2025.</p> <p>The Parish grant enabled us to create a much stronger, elevated event, attracting thousands of new visitors to the village and enabling more members of the community and businesses to get involved.</p> <p><i>The event was covered in many newspapers, including the Hampshire Chronicle (link to article and photos: <a href="https://www.hampshirechronicle.co.uk/news/24587793.taste-wickham-food-festival-2024-best-photos/">https://www.hampshirechronicle.co.uk/news/24587793.taste-wickham-food-festival-2024-best-photos/</a>)</i></p>

**Please complete the following declaration**

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of Taste of Wickham Committee

I accept the conditions in Wickham and Knowle Parish Council's Community Grants Policy

Signed Jenny Atherton Date 25.03. 2025

Position in organisation Event Manager

If the person signing this form is under 18, an adult organisation member must countersign it



Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole**

TASTE OF WICKHAM 2025 - LIVE BUDGET (25.03.25)

EXPENDITURE		TOTAL inc. vat	Ex Vat	VAT	Notes
<b>Parking &amp; transport</b>	Park Place (car parking)	£200.00	£200.00	-	-
	Minibus hire	£400.00	£400.00	-	-
	Small coach hire	£960.00	£800.00	£160.00	This may not be required (depending on anticipated visitor numbers)
	Scouts (donation)	£50.00	£50.00	-	-
<b>Family ents</b>	Children's entertainment	£1,000.00	£1,000.00	-	-
<b>Live music</b>	Stage hire (6x3m inflatable cover + 1.2m thrust)	£700.00	£700.00	-	-
	PA system - stage	£600.00	£600.00	-	-
	Performers	£200.00	£200.00	-	-
<b>Logistics</b>	Insurance	£520.00	£520.00	-	-
	Radios	£100.00	£100.00	-	-
	Event Management	£5,000.00	£5,000.00	-	Directly covered by stallholder pitch fees
	Road closure company	£2,466.19	£2,055.16	£411.03	-
	Additional barriers, signs, cones if needed	£300.00	£250.00	£50.00	These may not be required (depending on anticipated visitor numbers)
<b>H&amp;S</b>	First Aid	£421.20	£351.00	£70.20	-
	Bins (sponsored)	£500.00	£400.00	£100.00	This cost may be sponsored (sponsor tbc)
	Toilets	£492.00	£410.00	£82.00	-
	Parking bay closure for toilets	£60.00	£60.00	-	-
<b>Marketing</b>	Programme delivery	£432.00	£360.00	£72.00	-
	Programme printing 4pp x 6000 + 1500	£272.99	£272.99	-	-
	A4 Posters x 50	£23.72	£23.72	-	-
	Roadside banners x 6 patches	£50.00	£50.00	-	-
	Signage, banner and board updates	£200.00	£200.00	-	-
	Advertising (print & social media)	£550.00	£400.00	£150.00	-
	Photography	£200.00	£200.00	-	-
	Contingency	£50.00	£50.00	-	-
	Event marketing / admin / support	£1,000.00	£1,000.00	-	-
<b>Total Cost</b>		<b>£16,748.10</b>	<b>£15,652.87</b>	<b>£1,095.23</b>	

INCOME		TOTAL
<b>Stallholders</b>	Stallholders	£6,640.00
<b>Other income</b>	Fair rides x 2 (%age of takings)	£200.00
	Mini bus fee	£500.00
	Tombola	£400.00
<b>Grants</b>	Wickham Parish Council	£5,000.00
	Hampshire County Council - Cllr Stallard	£990.00
	Winchester City Council - small grant scheme	£1,000.00
<b>Sponsorship</b>	Sponsorship	£1,000.00
<b>Total income</b>		<b>£15,730.00</b>

Income confirmed?
Y
Y
Y
N
Applied
To apply
To apply
In discussion

<b>Difference - taken from Committee reserves</b>	<b>-£1,018.10</b>
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email: [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org)

<b>1. Your organisation</b>	
Name of organisation	Wickham in Bloom
Contact name	Heather Reid
Position in organisation	Chair
Address for correspondence	[REDACTED]
Tel No.	[REDACTED]
Email address	wickhaminbloom@hotmail.com
<b>2. Details of organisation</b>	
Brief description of your organisations aims	To work together as a community to celebrate our village. To support and encourage horticultural, environmental and community activities for the benefit of our village. To enter the South and South East in Bloom (SSEIB) competition 2025, and in the future.
How long has it been in existence?	Since August 2024 Officially registered with SSEIB 17/02/25
Is it run by a committee?	Yes
If yes, how many committee members?	4 steering group members 11 committee members in total.
Can anyone join?	Yes, preferably if resident or working in or around Wickham
If not what are the restrictions?	N/A
How often do you meet?	The committee meets once a month Community events are organised more frequently depending on the season.
Where are meetings held?	The committee meetings are held at a member's house or in Warwick Lane

	Community events are held at various locations around Wickham – for example at the Community Garden, in the Square, in the Churchyard.
Are they public meetings?	The Committee meetings are not open to the public. The Community events are open to the public
How many members do you have?	Around 30 and growing
What percentage of members live within Wickham and Knowle Parish?	100%
<b>3. Purpose of organisation</b>	
Please give a summary of the activities your organisation has undertaken during the last year. If you are a new organisation, give an idea of the activities you wish to undertake.	To Date Litter picking around the village Weeding around the village – primarily in the Square, Bridge Street, Community Garden, Winchester Road Planting in the Square Working with the Community Gardens  We aim to continue the above and to work with residents, businesses and groups, including the Wickham Society, Men’s Shed, History Society, the allotments etc
Describe how the local community will benefit from your organisation	Raised awareness of horticultural and environmental issues and activities relevant to Wickham  Improved appearance of Wickham’s residential areas and the Square  Increased awareness and support for the Community Garden and the allotments  More horticultural/environmental-related community activities for residents of all ages and abilities to get involved in.  More co-operation and interconnection between local groups  Involvement with Wickham in Bloom covers the NHS’s 5 steps to mental wellbeing, offering opportunities to meet new people physical activity, new skills, volunteering opportunities, and a better awareness of the local environment.

<b>4. About the project</b>																	
Please give details of your proposed project and what you wish to use any grant awarded for?	<p>Wickham in Bloom has been set up with the aim of celebrating, supporting and enhancing environmental, horticultural and community activities being undertaken in Wickham.</p> <p>We have entered the regional In Bloom competition to gain recognition for these activities and achievements.</p> <p>Our 'project' includes a series of community 'clean up and green up' events around Wickham culminating in the South East and South in Bloom Judging Day which will take place mid-June – mid-July.</p> <p>To achieve the above we need to:</p> <ul style="list-style-type: none"> <li>- register with South and South East in Bloom</li> <li>- insure our activities through the Royal Horticultural Society</li> <li>- raise awareness of this new group within the local community</li> <li>- ensure our activities are undertaken safely</li> <li>- present Wickham in the best possible light to the judges.</li> </ul> <p>We are applying for a grant to cover the</p> <ul style="list-style-type: none"> <li>- registration fee</li> <li>- the insurance</li> <li>- team T shirts</li> <li>- hi viz jackets</li> <li>- information/presentation materials</li> <li>- plants and planters</li> </ul>																
What is the project cost? Provide as much detail as possible	<table border="0"> <tr> <td>Registration for Large Village in Bloom</td> <td style="text-align: right;">£85</td> </tr> <tr> <td>Insurance for Community Gardening</td> <td style="text-align: right;">£80</td> </tr> <tr> <td>Branded Hi Viz jackets x 20</td> <td style="text-align: right;">£280</td> </tr> <tr> <td>Team T Shirts x 20</td> <td style="text-align: right;">£360</td> </tr> <tr> <td>Plants and planters for the Square</td> <td style="text-align: right;">£250</td> </tr> <tr> <td>Feather flag</td> <td style="text-align: right;">£95</td> </tr> <tr> <td>Large banners x 2</td> <td style="text-align: right;">£88</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>£1238</b></td> </tr> </table>	Registration for Large Village in Bloom	£85	Insurance for Community Gardening	£80	Branded Hi Viz jackets x 20	£280	Team T Shirts x 20	£360	Plants and planters for the Square	£250	Feather flag	£95	Large banners x 2	£88	<b>TOTAL</b>	<b>£1238</b>
Registration for Large Village in Bloom	£85																
Insurance for Community Gardening	£80																
Branded Hi Viz jackets x 20	£280																
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Plants and planters for the Square	£250																
Feather flag	£95																
Large banners x 2	£88																
<b>TOTAL</b>	<b>£1238</b>																
Have you received or applied for funding from any other source for this project?	The only funding we have received to date is the £85 in donations raised from local residents at our first meeting which has been spent on leaflets and posters.																

	We have received several donations of plants and plan to approach local businesses to sponsor planters and to donate prizes for competitions such as Best Business Frontage and Best Garden
<b>5. Financial details</b>	
Do you receive funding from other sources and if so who?	No
Please supply financial records, as per guidance notes	None available as we are a new organisation.
If you have previously received a grant from Wickham and Knowle Parish Council, please give details.	Not applicable

**Please complete the following declaration**

I declare that the information given is correct and agree to adhere to the conditions laid out in Wickham and Knowle Parish Council's Community Grants Policy.

On behalf of                      Wickham in Bloom

I accept the conditions in Wickham and Knowle Parish Council's Community Grants Policy

Signed                      Heather Reid                                      Date                      26 March 2025

Position in organisation                      Chair

If the person signing this form is under 18, an adult organisation member must countersign it

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole**

## **Agenda Item 8 -**

### **To note a £500 annual grant to Wickham Twinning Association as approved in April 2024**

The Finance Committee approved an annual grant of £500 to the Wickham Twinning Association in April 2024 so the Association do not need to apply every year.

As per their application form from April 2024:

#### Annual grant request of £500.

*The cost of hosting this trip is on average £4000, which has been self-funded by memberships, fund raising and local donors.*

*Sadly, some of our wealthier donors are no longer with us and we are requesting the parish council provide an annual grant of £500 which equates to £1000 every 2 years (25% of cost to host the delegation).*

## **Agenda Item 9 -**

### **To discuss a change in procedure for Parish funded events that are managed by the Parish Council Business & Events Manager and funded by the Parish Council**

At the Full Council meeting on 27<sup>th</sup> March, a recommendation made by the HR & Policy Committee was approved to amend the Business Manager's job description and title to become the "Business and Events Manager".

The Business & Events Manager will therefore become responsible for organising events that are funded by the Parish Council such as the Parish Assembly, the Knowle Summer Fete, the Knowle Christmas Event and will be involved in the organisation of the Wickham Christmas event. With deeper involvement in these Parish Council funded events, the organisations behind the events will no longer be asked to submit a grant application to draw down the budget for these events from the 2025/26 financial year forward.

## **Agenda Item 9.1 -**

### **To approve a budget of £2,000 for the Knowle Summer Fete, managed by the Parish Council's Business & Events Manager, funded from nominal 5710 - Knowle Events**

Nominal 5710 has an annual budget of £3,000 for Knowle Events in 2025/26. It is recommended to approve £2,000 of this budget to be allocated for the Knowle Summer Event, managed by the Parish Council's Business & Events Manager. The Knowle Resident's Association will not be asked to submit a grant request to draw down the budget for the event.

## **Agenda Item 9.2 -**

### **To approve a budget of £1,500 for the Parish Assembly, managed by the Parish Council's Business & Events Manager, funded from nominal 5010 – Parish Assembly**

Nominal 5010 has an annual budget of £1,500 for the Parish Assembly in 2025/26. It is recommended to approve the full £1,500 budget, and the event will be managed by the Parish Council's Business & Events Manager.

**Agenda Item 10 -**

**To consider a proposal to stop funding Wickham Parish Magazine and Knowle Post and divert the funding to a “Wickham and Knowle Parish Council Magazine” which is distributed to all Parish residents 4-6 times a year**

Currently 10 issues of the Wickham Parish Magazine are produced each year; a copy of the Christmas edition is printed and distributed to every Wickham resident, funded by a grant from the Parish Council (for 2024/25 was £1,284)

4 issues of the Knowle Post are produced each year, funded by a grant from the Parish Council (for 2024/25 was £1,817).

Now that the team of officers has grown, a proposal has been made to stop funding the two separate magazines, and produce 1 Parish-wide Parish Council Magazine, which is distributed to all the Parish residents 4-6 times a year.

For 2025/26, a budget of £2,000 was allocated to the Wickham Parish Magazine, and £2,500 was allocated to the Knowle Post. The full £4,500 could be diverted to producing one Parish Council magazine which would help to unify the Parish.

The Finance Committee is asked to consider this proposal and agree a recommendation to be made to Full Council to approve a virement of these two budget lines.

*Example front cover of a new Wickham & Knowle Parish Post*





# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2023/24 Actuals	2024/25 Budget	2024/25 Actuals	2024/25 Variance	2025/26 Budget
<b>INCOME</b>					
<b>Finance &amp; Administration</b>					
100 Precept	£287,196.00	£323,208.00	£323,208.00	£0.00	£381,009.95
110 Interest	£16,544.83	£0.00	£14,920.57	£14,920.57	£10,000.00
120 Other income	£1,408.50	£0.00	£0.00	£0.00	£0.00
<b>Total Finance &amp; Administration</b>	<b>£305,149.33</b>	<b>£323,208.00</b>	<b>£338,128.57</b>	<b>£14,920.57</b>	<b>£391,009.95</b>
<b>Council</b>					
200 Insurance claim	£698.00	£0.00	£0.00	£0.00	£0.00
<b>Total Council</b>	<b>£698.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Recreation</b>					
300 Football pitch income	£1,145.00	£0.00	£1,650.00	£1,650.00	£1,000.00
310 Wickham Pavilion income	£0.00	£0.00	£0.00	£0.00	£0.00
320 Wickham car park hire income	£3,447.50	£0.00	£4,940.00	£4,940.00	£2,400.00
330 Tennis court income	£0.00	£0.00	£9,811.54	£9,811.54	£4,500.00
340 Wickham MUGA income	£3,889.50	£0.00	£13,685.00	£13,685.00	£5,000.00
<b>Total Recreation</b>	<b>£8,482.00</b>	<b>£0.00</b>	<b>£30,086.54</b>	<b>£30,086.54</b>	<b>£12,900.00</b>
<b>Play Area &amp; Open Space</b>					
450 Open Space Grants	£0.00	£0.00	-£22,659.44	-£22,659.44	£0.00
<b>Total Play Area &amp; Open Space</b>	<b>£0.00</b>	<b>£0.00</b>	<b>-£22,659.44</b>	<b>-£22,659.44</b>	<b>£0.00</b>
<b>Community</b>					
500 Grants	£1,302.00	£0.00	£0.00	£0.00	£0.00
510 Christmas Lights donation	£1,700.00	£0.00	£30.00	£30.00	£0.00
<b>Total Community</b>	<b>£3,002.00</b>	<b>£0.00</b>	<b>£30.00</b>	<b>£30.00</b>	<b>£0.00</b>
<b>Planning</b>					
600 CIL	£22,334.68	£0.00	£0.00	£0.00	£0.00
610 Lengthsman	£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00
<b>Total Planning</b>	<b>£23,334.68</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>2024/25 Actuals</b>	<b>2024/25 Variance</b>	<b>2025/26 Budget</b>
<b>Knowle Village Hall</b>						
800	Hiring Income	£26,836.23	£12,000.00	£29,575.09	£17,575.09	£20,000.00
801	Private function deposits	£0.00	£0.00	£755.00	£755.00	£0.00
810	Café Income	£0.00	£0.00	£5,974.13	£5,974.13	£6,000.00
820	Event Income	£0.00	£0.00	£1,047.43	£1,047.43	£0.00
830	Village green income	£340.75	£0.00	£0.00	£0.00	£0.00
840	Sports pitch income	£0.00	£0.00	£3,050.00	£3,050.00	£1,000.00
850	MUGA income	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Knowle Village Hall</b>		£27,176.98	£12,000.00	£40,401.65	£28,401.65	£27,000.00
<b>Total Income</b>		<u>£367,842.99</u>	<u>£335,208.00</u>	<u>£386,987.32</u>	<u>£51,779.32</u>	<u>£431,909.95</u>

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2023/24 Actuals	2024/25 Budget	2024/25 Actuals	2024/25 Variance	2025/26 Budget
<b>EXPENDITURE</b>						
<b>Finance &amp; Administration</b>						
1001	Salaries	£24,506.70	£73,674.00	£59,418.81	£14,255.19	£111,449.80
1002	Employer's NIC	£4,820.51	£3,005.00	£6,119.84	-£3,114.84	£13,715.04
1003	Employer's Pension	£4,251.00	£2,342.44	£8,461.00	-£6,118.56	£12,542.46
1010	Staff mobiles	£338.62	£500.00	£531.79	-£31.79	£1,560.00
1020	Staff expenses	£474.48	£765.00	£65.17	£699.83	£200.00
1030	Staff Training	£163.00	£710.00	£696.00	£14.00	£800.00
1100	Office phone & broadband	£1,127.42	£1,490.00	£1,424.50	£65.50	£1,200.00
1200	Office Supplies	£42.79	£500.00	£1,312.42	-£812.42	£500.00
1300	IT software	£2,396.33	£2,202.00	£6,185.11	-£3,983.11	£2,500.00
1310	IT equipment purchase	£1,890.01	£0.00	£2,638.34	-£2,638.34	£2,000.00
1400	Bank charges	£98.45	£162.00	£110.10	£51.90	£162.00
1500	Other Administration services	£8,887.44	£0.00	£10,151.58	-£10,151.58	£0.00
1600	Misc Office costs	£13.20	£50.00	£518.58	-£468.58	£100.00
<b>Total Finance &amp; Administration</b>		£49,009.95	£85,400.44	£97,633.24	-£12,232.80	£146,729.30
<b>Council</b>						
2000	Audit Fees	£2,255.83	£2,400.00	£1,582.33	£817.67	£2,400.00
2010	Insurance	£2,944.13	£4,000.00	£2,449.72	£1,550.28	£4,000.00
2020	Professional Memberships	£925.60	£1,015.00	£1,417.00	-£402.00	£1,500.00
2030	Legal fees	£0.00	£0.00	£4,497.50	-£4,497.50	£500.00
2100	Councillor training	£1,077.00	£500.00	£357.36	£142.64	£500.00
2110	Councillor expenses	£124.35	£400.00	£128.85	£271.15	£200.00
2120	Chair's allowance	£555.91	£500.00	£600.00	-£100.00	£600.00
2200	Room hire	£599.87	£1,200.00	£401.24	£798.76	£600.00
2300	By-election	£478.07	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>2024/25 Actuals</b>	<b>2024/25 Variance</b>	<b>2025/26 Budget</b>
<b>Total Council</b>		£8,960.76	£10,015.00	£11,434.00	-£1,419.00	£10,300.00
<b>Recreation</b>						
3000	Wickham Pavilion Utilities Gas	£182.41	£1,000.00	£117.28	£882.72	£250.00
3010	Wickham Pavilion Utilities Electricity	£79.98	£0.00	£322.64	-£322.64	£400.00
3020	Wickham Pavilion Utilities Water	£696.29	£0.00	£317.99	-£317.99	£100.00
3100	Wickham Pavilion maintenance	£726.00	£920.00	£957.82	-£37.82	£250.00
3200	Wickham Pavilion rent	£0.00	£20.00	£0.00	£20.00	£0.00
3300	Tennis courts electricity	£686.71	£0.00	£672.41	-£672.41	£800.00
3310	Tennis Court Maintenance	£0.00	£0.00	£1,010.00	-£1,010.00	£0.00
3320	Tennis Clubhouse maintenance	£0.00	£0.00	£464.44	-£464.44	£1,500.00
3400	Wickham MUGA utilities	£952.86	£1,000.00	£1,153.87	-£153.87	£1,000.00
3410	Wickham MUGA maintenance	£4,052.50	£4,000.00	£8,054.37	-£4,054.37	£4,000.00
<b>Total Recreation</b>		£7,376.75	£6,940.00	£13,070.82	-£6,130.82	£8,300.00
<b>Play Area &amp; Open Space</b>						
4000	Grounds Maintenance Contract	£91,344.82	£72,191.00	£65,230.51	£6,960.49	£72,131.00
4010	Additional Grounds Maintenance	£0.00	£30,000.00	£22,775.87	£7,224.13	£10,000.00
4020	Knowle Cemetery Maintenance	£0.00	£1,500.00	£0.00	£1,500.00	£500.00
4100	Tree Surveys	£0.00	£2,000.00	£550.00	£1,450.00	£500.00
4200	Tree Work	£7,225.00	£9,000.00	£7,105.00	£1,895.00	£5,000.00
4300	Play Equipment Purchase	£0.00	£22,000.00	£29,012.00	-£7,012.00	£20,000.00
4310	Play Equipment Maintenance	£116.76	£0.00	£3,166.50	-£3,166.50	£2,000.00
4400	Street Furniture Purchase	£863.00	£0.00	£2,030.00	-£2,030.00	£0.00
4410	Street Furniture Maintenance	£0.00	£0.00	£694.19	-£694.19	£0.00
4500	Open Space Maintenance	£0.00	£0.00	£6,285.06	-£6,285.06	£4,000.00
<b>Total Play Area &amp; Open Space</b>		£99,549.58	£136,691.00	£136,849.13	-£158.13	£114,131.00

## Community

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>2024/25 Actuals</b>	<b>2024/25 Variance</b>	<b>2025/26 Budget</b>
5000	Grants	£13,697.00	£20,000.00	£14,444.83	£5,555.17	£20,000.00
5010	Annual Parish Assembly	£1,396.49	£1,550.00	£1,655.01	-£105.01	£1,500.00
5100	Christmas event	£7,640.50	£5,500.00	£5,298.82	£201.18	£5,500.00
5200	Knowle Christmas Tree	£2,259.00	£3,000.00	£1,819.54	£1,180.46	£3,000.00
5210	Knowle Post	£2,817.00	£2,000.00	£1,817.00	£183.00	£2,500.00
5220	Wickham Parish Magazine	£0.00	£0.00	£0.00	£0.00	£2,000.00
5300	Bus Shelter Maintenance	£0.00	£240.00	£0.00	£240.00	£240.00
5400	Contribution towards public loos	£0.00	£2,000.00	£0.00	£2,000.00	£5,000.00
5500	Litter collection equipment	£190.71	£250.00	£0.00	£250.00	£100.00
5600	Flagpole, raising & lowering of flags	£1,118.38	£1,000.00	£1,000.00	£0.00	£1,000.00
5700	Wickham Events	£4,367.99	£5,000.00	£264.17	£4,735.83	£5,000.00
5710	Knowle Events	£1,290.00	£3,000.00	£0.00	£3,000.00	£3,000.00
5800	Parish plans	£125.00	£0.00	£0.00	£0.00	£0.00
<b>Total Community</b>		<b>£34,902.07</b>	<b>£43,540.00</b>	<b>£26,299.37</b>	<b>£17,240.63</b>	<b>£48,840.00</b>
<b>Planning</b>						
6000	Street Lighting	£4,239.42	£5,600.00	£3,794.05	£1,805.95	£4,500.00
6100	Lengthsmen	£0.00	£0.00	£250.00	-£250.00	£0.00
6200	Planning Consultants	£0.00	£0.00	£0.00	£0.00	£10,000.00
<b>Total Planning</b>		<b>£4,239.42</b>	<b>£5,600.00</b>	<b>£4,044.05</b>	<b>£1,555.95</b>	<b>£14,500.00</b>
<b>Projects</b>						
7000	Wickham	£0.00	£4,000.00	£2,697.90	£1,302.10	£4,000.00
7010	Knowle	£0.00	£4,000.00	£11,971.00	-£7,971.00	£4,000.00
7020	Knowle Village Hall	£0.00	£8,800.00	£18,261.00	-£9,461.00	£8,800.00
7030	Tennis Court Sinking Fund	£0.00	£17,050.00	£0.00	£17,050.00	£17,050.00
7100	Wickham Tennis Court Lights	£13,495.00	£0.00	£0.00	£0.00	£0.00
7110	CIL Project - Wickham Rec Path	£11,630.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>2024/25 Actuals</b>	<b>2024/25 Variance</b>	<b>2025/26 Budget</b>
7120	Knowle Village Hall Guttering	£5,829.17	£0.00	£0.00	£0.00	£0.00
7130	Mill Lane	£3,625.00	£0.00	£5,125.00	-£5,125.00	£0.00
7140	Warm Hub Grant	£4,335.00	£0.00	£0.00	£0.00	£0.00
7150	Knowle Village Hall Car Park Lighting	£13,457.04	£0.00	£688.00	-£688.00	£0.00
7160	Wickham Rec Outdoor Gym	£10,829.68	£0.00	£0.00	£0.00	£0.00
7170	Neighbourhood Plan	£0.00	£0.00	£1,301.59	-£1,301.59	£0.00
7180	Wickham Recreation Pavilion	£0.00	£0.00	£25,740.50	-£25,740.50	£0.00
7190	The Glebe Open Space	£0.00	£0.00	£7,144.00	-£7,144.00	£0.00
7200	New Office Conversion KVH	£0.00	£0.00	£758.06	-£758.06	£0.00
<b>Total Projects</b>		<b>£63,200.89</b>	<b>£33,850.00</b>	<b>£73,687.05</b>	<b>-£39,837.05</b>	<b>£33,850.00</b>
<b>Knowle Village Hall</b>						
8000	Rates	£0.00	£0.00	£360.00	-£360.00	£300.00
8100	Gas	£1,111.85	£1,036.00	£460.67	£575.33	£1,000.00
8110	Electricity	£3,456.48	£0.00	£4,947.41	-£4,947.41	£5,000.00
8120	Water	£286.48	£2,684.00	£411.22	£2,272.78	£500.00
8200	Cleaning	£1,023.57	£1,638.00	£2,272.00	-£634.00	£2,500.00
8210	Supplies	£0.00	£0.00	£971.83	-£971.83	£750.00
8220	Event Supplies	£0.00	£0.00	£201.64	-£201.64	£0.00
8300	Inspections	£1,182.83	£1,500.00	£1,423.17	£76.83	£650.00
8400	Bin collection	£1,122.64	£1,064.00	£1,632.81	-£568.81	£2,000.00
8500	Licences	£0.00	£150.00	£383.00	-£233.00	£0.00
8600	Repairs and maintenance	£406.25	£5,000.00	£12,607.33	-£7,607.33	£2,500.00
8700	Advertising	£40.00	£100.00	£0.00	£100.00	£0.00
8800	Furniture	£896.67	£0.00	£0.00	£0.00	£500.00
<b>Total Knowle Village Hall</b>		<b>£9,526.77</b>	<b>£13,172.00</b>	<b>£25,671.08</b>	<b>-£12,499.08</b>	<b>£15,700.00</b>
<b>Total Expenditure</b>		<b>£276,766.19</b>	<b>£335,208.44</b>	<b>£388,688.74</b>	<b>-£53,480.30</b>	<b>£392,350.30</b>

# Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>2024/25 Actuals</b>	<b>2024/25 Variance</b>	<b>2025/26 Budget</b>
Total Income	£367,842.99	£335,208.00	£386,987.32	£51,779.32	£431,909.95
Total Expenditure	£276,766.19	£335,208.44	£388,688.74	-£53,480.30	£392,350.30
<b>Total Net Balance</b>	<b>£91,076.80</b>	<b>-£0.44</b>	<b>-£1,701.42</b>		<b>£39,559.65</b>

### **Agenda Item 13 -**

#### **To note the final price of the Council's insurance policy which renewed on 8th March 2025**

The Chair, Vice Chair and Clerk were delegated to finalise the Council's insurance policy due to questions over material damage to the play equipment.

Having received a quote to add material damage to the play equipment, it was decided not to add this level of cover to the insurance policy for the renewal. The equipment is therefore only insured for public liability.

The general contents cover was increased to cover the increased value of office equipment, and the fidelity cover was increased to £1.2million.

The final renewal price of the policy which renewed on 8<sup>th</sup> March 2025 was £2,449.72. The Council ends its Long Term Agreement with Zurich on 7<sup>th</sup> March 2026 and quotes will be sought nearer the time.

### **Agenda Item 14 -**

#### **To discuss making a recommendation for funding a trial of an Accredited Community Safety Officer (ACSO) for the Parish in 2025/26**

The GP Committee will be meeting to consider making a recommendation to the Full Council for a trial of an ACSO for the Parish. However, there is no budget in place for 2025/26 in the accounts.

Donna Jones, the Police and Crime Commissioner for Hampshire, has notified the Council of funding for new Police Officers for rural Parishes and Wickham is potentially being considered as being allocated a Police Officer.

The Full Council will be meeting on 29<sup>th</sup> May to consider the recommendation from the GP Committee but the Finance Committee is asked to consider how it could possibly be funded when the budget has been set and various projects have been committed to.

### **Agenda Item 15 -**

#### **To make a recommendation to Full Council to approve adding Natalie Kenward to the Lloyds bank mandate as a signatory**

Natalie Kenward began working for the Parish Council as the Assistant Parish Clerk on 1<sup>st</sup> April. It is hoped that once a period of induction has taken place, Natalie will be able to help prepare the payment runs for approval by the Clerk and selected Councillors.

In order to do this, Natalie would need to be added as a full signatory to the Lloyd's bank mandate to be able to set up payments. Dual authorisation would remain in place for all payments. At present, only the Clerk would be issued with a debit card.

***Recommendation: To make a recommendation to Full Council to approve adding Natalie Kenward to the Lloyd's bank mandate as a signatory***