

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 14 May 2019**

Present: Cllrs Harris (Chair), Brown, Dean, Tidridge, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present

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Public Session

11 Apologies for Absence

11.1 Apologies had been received and were accepted from Cllr Thornton.

12 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 9 April 2019

12.1 The minutes of the above meeting had been circulated prior to this meeting.

12.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.

13 To consider Matters Arising from the above Minutes

13.1 The Clerk reported that following the internal auditor's report anything relating to updates from the Clerk from previous meetings or actions will be included in Clerk's report.

13.2 There were no further matters arising.

14 Declarations of Interest and Requests for Dispensation

14.1 Cllr Toher declared an interest in the payments report as it includes the grant for Age Concern, Bishopstoke.

15 To receive reports from Working Groups: Cemetery; Human Resources; Travel Tokens and Communications & Engagement

15.1 Communications & Engagement: Cllr Winstanley reported that the Clerk was still waiting for promised articles for the newsletter. Cllr Winstanley had also contacted a resident who is willing to take photographs for the Parish website. The Clerk has attempted to make contact but had no response. Cllr Winstanley offered to obtain the email of the resident.

Action: Cllr Winstanley

15.2 Human Resources: Cllr Toher reported that the Working Group had met the previous night for the quarterly review and that everything was positive. Progress towards the Clerk's targets is good.

15.3 Neighbourhood Plan: Cllr Tidridge noted that the Neighbourhood Plan Steering Group is meeting on Thursday 16th May.

16 To receive the RFO's report and approve the Budget Monitoring and Payments reports for April 2019

16.1 The Clerk provided the Committee with the RFO's report. The three largest payments in April all actually relate to work completed and invoiced in the previous financial year and are therefore removed from the budget monitoring for this year. They show as green entries on the Budget Monitoring report. The Clerk updated the Committee on some of the details of the payments and undertook to provide an updated Payments report for when the minutes are signed off next meeting. The Clerk also reported that the Internal Auditor had completed her inspection and was satisfied with the state of the Council's accounts. There are a number of "best practice" changes to be made as a result, including all reports that do not involve decision making (such as County Cllr, Borough Cllr, Chair, Parish Cllr, Clerk, RFO and Working Groups) being presented as written reports in the document pack and added to the minutes separately. The Clerk will bring forward the full internal auditor report at the May Full Council meeting.

Action: Clerk

16.2 The Budget Monitoring and Payments reports for April 2019 had been circulated with the supporting documents for this meeting.

16.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED**, with Cllr Toher abstaining, that the Committee approve the Budget Monitoring and Payments reports for April 2019.

17 To make recommendations on the grant requests from Victim Support and Challengers

17.1 The grant request forms had been circulated in the document pack for the meeting.

17.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council grant £200 to Victim Support.

17.3 Proposed Cllr Tidridge, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council grant £750 to Challengers.

18 To make recommendations on the working arrangements for Bishopstoke Carnival

18.1 The Clerk confirmed that the Carnival team are a Working Group.

18.2 The Clerk also noted that the Neighbourhood Plan Steering Group is not actually run by the Council but is a Community Group supported by the Council. As such it is not necessary for the Council to have Terms of Reference for it. This will be discussed at the next available opportunity with the Steering Group.

18.3 Proposed Cllr Toher, Seconded Cllr Dean, that Carnival report to Full Council.

18.4 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** that the proposal be amended to say that "all Working Groups report to Full Council".

18.5 Proposed Cllr Tidridge, Seconded Cllr Toher, **RECOMMENDED**, with Cllr Harris abstaining, that all Working Groups report to Full Council.

19 To consider and recommend approval of the Annual Governance Statement for the year ended 31st March 2019

19.1 The Clerk informed the Committee that the Internal Auditor had approved the Council accounts and had completed and signed off her section of the audit return. The Clerk also noted that the Clerk and RFO both recommend that Boxes 1 to 8 of Section 1 of the audit return – the Annual Governance Statement – be marked “Yes”, with box 9 marked “N/A”.

19.2 Proposed Cllr Harris, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as “Yes” and box 9 as “N/A”.

20 To consider and, if appropriate, recommend adoption of the Financial Accounts for the year ended 31 March 2019

20.1 The figures for the Financial Accounts had been included with the document pack for the meeting. Some Councillors were unable to view the figures so the Clerk undertook to provide a written and scanned copy for Full Council.

20.2 The Clerk indicated that there were two amendments to make to the figures as contained in the document pack. For the year ending 31st March 2019, Box 6 now reads £217,384. This leads to a change in Box 7 which now reads £158,534. This change follows an extra invoice being dealt with as an accrual for work done in 2018-19 but paid in 2019-20.

20.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Council adopt the Financial Accounts for the year ended 31st March 2019.

21 To receive the Clerk’s report, including an update on Parish Assets

21.1 Allotments – The Clerk reported that inspections have now taken place and letters have been written to plot holders who have not begun cultivation yet and have not provided an explanation. Several plots are to be regularly monitored over the coming weeks. Letters have also been written to owners of greenhouses that are too close to the pathways, requesting the application of safety film to mitigate against accidents. Legionella risk assessments have been carried out at both allotment sites and at the Cemetery. Bath cleaning at Underwood Road has been carried out. The waiting list as at 7th May was Jockey Lane 6; Underwood Road 1; Sewall Drive 22; Nine Acres 14, and Nine Acres Disabled Plots 2. This means that 3 plots have been let since the previous meeting.

21.2 Burials – There is currently one ashes reopening planned in the Cemetery in May and one new ashes plot in August.

21.3 Cemetery – The Clerk indicated that there was nothing further to report.

21.4 Closed Churchyards – The Clerk reported that HALC have replied providing one legal topic note. They have not yet been able to provide anything concrete that would allow us to limit the number of faculties that we need. We have gone back to them to ask for clarification.

21.5 Parish Office – The Clerk indicated that there was nothing to report.

21.6 Play Areas – The Clerk reported that he is currently awaiting the latest set of quarterly inspections. Cllr Tidridge asked whether there would be a new play area in the Nine Acres site and the Clerk replied that there would be. It will be designed by the Borough and installed by Bovis.

21.7 General – The Clerk reported that the discussion of what to ask for as part of the Community Infrastructure Project list has been included in the budget process.

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

22.1 The next meeting is scheduled to be on Tuesday 11 June 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

22.2 Agenda items for this meeting should be received by the Clerk no later than Monday 3rd June 2019.

There being no further business, the Chair closed the meeting at 8:10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 14 May 2019**

Resolutions to be noted by the Full Parish Council

- 12.2 that the Minutes of the Finance and General Purposes Meeting held on 9 April 2019 be accepted as a true record.
- 16.3 that the Committee approve the Budget Monitoring and Payments reports for April 2019.
- 18.4 that the proposal on the Carnival be amended to say “all working groups report to Full Council”

Recommendations for consideration by the Full Parish Council

- 17.2 that the Council grant £200 to Victim Support.
- 17.3 that the Council grant £750 to Challengers.
- 18.5 that all Working Groups report to Full Council.
- 19.2 that the Council complete the Annual Governance section of the audit by marking boxes 1-8 as “Yes” and box 9 as “N/A”.
- 20.3 that the Council adopt the Financial Accounts for the year ended 31st March 2019.

Actions arising from this meeting

- 15.1 **Cllr Winstanley** offered to obtain the email address of the photographer we hope to use for the Parish website.
- 16.1 The **Clerk** will bring the internal audit report forward for the next meeting.

Continuing actions

None

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____