

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 14 February 2017

Present: Cllrs Thornton (Chair), Chaffey, Dean, Parker-Jones, Tidridge, Toher and Winstanley

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

Public Session 1 member of the public was present

FGP_1617_M09/

135 Apologies for Absence

135.1 Apologies had been received and were accepted from Cllr Mignot

136 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 January 2017

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

136.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 10 January 2017 be accepted as a true record.

137 To consider Matters Arising from the above Minutes

137.1 Cllr Parker-Jones informed the Committee that, due to the Parish Assembly, the next meeting of the Cemetery Working Group had been rescheduled to 21st March 2017. Cllr Parker-Jones also noted that she had passed comments regarding the Chicken Policy to the Assistant Clerk and both herself and Cllr Dean had discussed the Volunteer Policy with the Clerk.

137.2 The Clerk reported that the grant to the Street Pastors had inadvertently been recorded in the minutes as Resolved rather than Recommended. It was agreed that this would be amended and the grant would be Resolved at the next Parish Council meeting, as required by Standing Orders.

138 Declarations of Interest and Requests for Dispensation

138.1 No declarations or requests were made.

139 To receive reports from Working Groups

139.1 Carnival: The Clerk reported on the last meeting of the Carnival Working Group. The decision has been taken to delay having a pre-carnival event at Brookfield – the impact on both budget and those running it is too uncertain currently. New events this year are hopefully a big village quiz at St Pauls Church and an event at Anchor Park. The Committee were reminded that the dates are 16th and 17th September and the Carnival Working Group is looking forward to seeing all the Councillors giving their support at some point over the weekend.

139.2 Cemetery: Cllr Parker-Jones informed the Committee that the group had concerns regarding the bridleway and footpath at the Cemetery. There is apparently not going to be pedestrian access from the footpath to the Cemetery, and the bridleway is still not open. Cllr Winstanley stated that there have been delays due to objections to the bridleway, but it is hoped that things will now progress smoothly.

Initial: _____ Date: _____

The Clerk was asked to request information regarding the footpath, and forward any details regarding the bridleway.

Action: Clerk

139.3 Communications and Engagement: Cllr Tidridge reported that the next meeting would be on 2 March 2017.

139.4 Neighbourhood Plan: Cllr Toher reported that Cllrs, residents and the Clerk had met to discuss moving the Plan forward. It was agreed that the first step should be a comprehensive questionnaire to discover the issues that most concern Bishopstoke residents. That information will then be used to decide if the original Working Parties are still valid. The next meeting is on 16 February 2017.

139.5 Community Buildings: Cllr Toher reported that she had met with Cllrs Winstanley and Roling, as well as the Clerk, to discuss the next steps for both the Memorial Hall and the Community Centre. A report will be presented at the next Full Council meeting on 28 February 2017.

140 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for January 2017

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

140.2 The RFO reported that a number of minor changes had been made following the visit of the Internal Auditor. Combined staff payments, HMRC and Pensions are now being reported on the non-confidential report, and there is no confidential business regarding staff payments

140.3 The bank balances as at 31 January 2017 are: Co-op bank £7,579.75 and EBC Loan Account £183,028.28.

140.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget Monitoring report for January 2017 be approved.

140.5 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Non-Confidential Payments for January 2017 be approved.

140.6 Following a recommendation from the Internal Auditor, the bank reconciliation will now be signed by both the Chair, and another Committee member. The procedure will be that when it is available to sign the Clerk will contact the Chair and designated other Cllr and arrange for them to inspect the documents, and sign. This will then be presented at the next Finance & General Purposes Committee meeting. The Clerk was requested to draw up a rota and circulate it to the Committee.

Action: Clerk

141 To discuss providing a Community bus and decide, if appropriate, the next steps

141.1 Following discussion, the Committee agreed that there needs to be better publicity of all the available transport help schemes that are available, along with an investigation into whether there is a need for anything further and, if so, what that provision should be. Various actions were agreed: Cllr Thornton was requested to contact One Community regarding their bus; the Clerk was requested to send the current criteria to Cllr Chaffey; and the Communications and Engagement Working Group were requested to design and produce a flyer/questionnaire to be put through residents' doors.

Action: Various

142 To receive the interim report from the Internal Auditor and determine actions

142.1 The Internal Auditor interim report and the actions taken or planned had been circulated before the meeting and are attached to the minutes.

Initial: _____ Date: _____

142.2 Cllr Dean requested it be minuted that a number of the items in the report had been previously brought up by Cllr Parker-Jones.

142.3 The Clerk reported that the VAT refund request had been made on 6 Feb and was for approximately £9,666. It is anticipated that going forward the request will be done quarterly. The Internal Auditor will be returning on 27 April for the Annual Audit visit. It was agreed that the expenses form will be ready for the next meeting.

142.4 The Committee agreed to receive the report and accept the actions proposed or taken.

143 To note the Financial Systems Risk Assessment

143.1 The new and previous Financial Systems Risk Assessments had been circulated before the meeting.

143.2 The Clerk informed the Committee that he had had comments back from the Assistant Clerk, and would welcome them from Cllrs. A fully amalgamated risk assessment will be brought before the Committee in the March meeting.

144 To recommend approval of the Bishopstoke Parish Council “agreement for keeping chickens on allotments”

144.1 The chicken agreement had been circulated prior to the meeting.

144.2 After discussion, Cllr Chaffey was requested to determine the minimum dimensions of any henhouse as the Committee felt the current policy too small.

Action: Cllr Chaffey

144.3 The Committee also asked for amendments as follows: the inspector to be either a properly trained officer of the Council or suitably qualified contractor; there to be a minimum frequency of inspections; the chicken agreement itself to have numbered paragraphs; the measurements to be consistent; page 3, para 4 appears to have a missing word; page 4 para 3 highlight in bold the final sentence regarding winter water; page 4 para 5 petroleum jelly, not Vaseline as it is a brand name; page 4, para 9 change from “appropriate” to “appropriate qualified”; page 5 para 4 change to “prosecution by appropriate authorities” and page 5 para 5 add “within a timeframe as set by the inspector”. Also there should be a requirement that the chickens are registered with DEFRA so that the plot holder receives DEFRA updates

144.4 Proposed Cllr Chaffey, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that, subject to the amendments listed in 144.3, the agreement for keeping chickens be approved.

145 To agree a timetable for the review and amendment of standing orders

145.1 After discussion, the Committee agreed that there needs to be an annual review of Standing Orders and Financial Regulations, as well as the facility to update as and when necessary. The Committee agree generally that the annual review should be done by Working Group, starting work in July and reporting back in September each year. However, the Committee also wanted a review this year. Accordingly, the Clerk was requested to send out current Standing Orders for the Committee to review. Any suggested amendments to be with the Clerk by 7 March for discussion at the next Finance & General Purposes meeting.

Action: All

145.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RECOMMENDED** that the Parish Council appoint a Working Group to examine Standing Orders and Financial Regulations annually from July, reporting to Full Council in September.

146 To appoint Cllrs, along with the Clerk and Assistant Clerk, to a Working Group to determine the future need for an additional Assistant Clerk

Initial: _____ Date: _____

146.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** that the Parish Council appoint a Working Group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward.

147 To agree a response to Councillor Keith House's reply to Bishopstoke Parish Council's request with regards to the delay to the Local Plan

147.1 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** (with Cllrs Thornton, Toher and Winstanley abstaining) that Cllr Tidridge draft a letter for Full Council to approve responding to Cllr House.

147.2 The Clerk was requested to obtain the latest information regarding the Local Plan timetable.

Action: Clerk

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

148.1 Cemetery: The Clerk reported that we have been informed the extra soil is to level the Cemetery overall. Verge protection was being installed on the 15th February. There have been a total of 24 interments either completed or planned in the year from 1st April 2016.

148.2 Allotments: The Clerk noted that the annual site meeting will take place on 25 March.

148.3 Play Areas: Following the repair of the Borough Council's graffiti machine, the clean up of Glebe meadow should start on 15 February. Designs are being obtained for a potential replacement of Sayers Road play area. There are also reports of slippery equipment and moles at the Church Road area too.

148.4 Office: The Clerk reported he will be taking some holiday during the week of 20th February. Specifically, the office will be closed on Monday morning (re-opening at 14:30) and Thursday. Also, there will be no availability for appointments on Friday.

149 Date, time, place and Agenda Items for the next meeting

149.1 The next meeting is scheduled to be on Tuesday 14 March 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

149.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 7 March 2017.

There being no further business, the Chair closed the meeting at 9.37pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

- 136.2 that the Minutes of the Finance and General Purposes Meeting held on 10 January 2017 be accepted as a true record.
- 140.4 that the Budget Monitoring report for January 2017 be approved.
- 140.5 that the Non-Confidential Payments for January 2017 be approved.
- 147.1 (with Cllrs Thornton, Toher and Winstanley abstaining) that Cllr Tidridge draft a letter for Full Council to approve responding to Cllr House.

Recommendations for consideration by the Full Parish Council

- 144.4 that, subject to the amendments listed in 144.3, the agreement for keeping chickens be approved.
- 145.2 that the Parish Council appoint a Working Group to examine Standing Orders and Financial Regulations annually from July, reporting to Full Council in September.
- 146.1 that the Parish Council appoint a Working Group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward.

From the previous F&GP meeting held on 10 January 2017

- 130.2 that the Street Pastors request for a grant of £500 be approved.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____