

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 5 June 2018

Present: Cllrs Brown, Dean, Harris, Thornton, Tidridge, Toher and Winstanley

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

Public Session 0 members of the public were present

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Public Session

28 Election of Chair

28.1 Proposed Cllr Winstanley, Seconded Cllr Thornton, that Cllr Harris be elected Chair of the Finance & General Purposes Committee for the year 2018-19.

28.2 Proposed Cllr Dean, Seconded Cllr Toher, that Cllr Tidridge be elected Chair of the Finance & General Purposes Committee for the year 2018-19.

28.3 A vote was taken, with Cllr Harris gaining 4 votes and Cllr Tidridge 3 votes

28.4 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** that Cllr Harris be elected Chair of the Finance & General Purposes Committee for the year 2018-19.

29 Election of Vice-Chair

29.1 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** that Cllr Winstanley be elected Vice Chair of the Finance & General Purposes Committee for the year 2018-19.

30 Apologies for Absence

30.1 All Councillors were in attendance.

31 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 8 May 2018

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

31.2 Cllrs agreed to amend Minute 18.1 to reflect that Cllr Harris was speaking on behalf of the Carnival Working Group and Minute 18.2 to remove the word "imminent".

31.3 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 8 May 2018 be accepted, as amended, as a true record.

32 To consider Matters Arising from the above Minutes

32.1 Minute 21.2 – The Borough Council have indicated that requested regarding use of pitches by the Travelling Community are passed to David Reed.

Initial: _____ Date: _____

32.2 Minute 22.2 – The Clerk indicated that this matter had been discussed at Full Council as agreed. As yet there has been no response from the Airport regarding Parish Council requests.

32.3 Minute 25.5 – The Borough Council have indicated that there is no specific replacement for Dave Bowen. His work will now be covered by Direct Services. Cllr Brown asked the Clerk to confirm with the Borough Council who is now responsible for the Borough Council's involvement with what will become Stoke Common Cemetery.

Action: Clerk

33 Declarations of Interest and Requests for Dispensation

33.1 None declared or requested.

34 To receive reports from Working Groups

34.1 Cllr Harris informed the Committee that the Carnival Group would be meeting on June 7th. The weekend is starting to take shape. Expenses are currently on a par with previous years.

35 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for May 2018

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

35.2 The Clerk noted that the staff expenses figure is particularly high, but that this includes such items as a laptop for the new Assistant Clerk and Council email addresses. These amounts will be placed in their proper budget categories before the next meeting. Additionally, approximately £14,000 of tree work listed in the accounts relates to the previous year's budget rather than the current year, and that will be removed by the next report.

35.3 Cllr Tidridge asked how much longer remained on the PSCO contract. The Clerk informed the Committee that the Council is in the final year of the contract. Cllrs Winstanley and Toher reported that a recent EDALC meeting had held discussions with Darren Miller of Hampshire Constabulary. The Police are considering the terms of a future contract and there will be further Council discussions across the whole of Eastleigh which will be fed back to the Parish Council in due course.

35.4 The Clerk was requested to ensure the Cemetery Memorial inspection is publicised well in advance to avoid the problems of previous years.

Action: Clerk

35.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the RFO, Payment and Budget Monitoring reports for May 2018.

36 To note the end of year audit report and approve the Council's response

36.1 The Clerk took the Committee through the audit report and the proposed Council responses to it, both of which are included in the document pack.

36.2 The Committee enquired as to the possibilities regarding using a bought-in package for finances. The Clerk indicated that the finances are currently held on spreadsheets, which is what the software packages use and that it would not be cost or time effective to switch at this point. However, once the new Assistant Clerk assumes the RFO duties then the situation will be reviewed.

36.3 Proposed Cllr Thornton, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Parish Council note the end of year audit report and approve the Council's response.

Initial: _____ Date: _____

37 To make recommendations on providing a buggy park, bike rack and external seating area at Sayers Road Play Area

37.1 Cllr Tidridge asked that the Committee note it's thanks to the Clerk and all the team involved in bringing together Sayers Road's new play area. It was felt generally that it was a fantastic play area and was already being well received and well used by residents.

37.2 After discussion, the Committee agreed to go ahead with getting full quotes for all suggested improvements, as well as chasing bin replacement and minor remedial work on existing fencing and retained equipment.

Action: Clerk

38 To approve current direct debit payees

38.1 The list of payees had been included in the document pack for this meeting.

38.2 Proposed Cllr Winstanley, Seconded Cllr Brown, **RESOLVED** unanimously that the direct debit payee list be approved.

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

39.1 The Clerk reported the latest crime statistics for the BIFOHH area, which show a slight reduction on this time last year. Beat Surgeries continue but remain sparsely attended. However, the Age Concern event had appreciated the visit.

39.2 There have been 5 interments in May: 1 new burial; 1 re-opening of a burial; 1 new ashes plot and 2 ashes re-openings, making a total of 6 in the year so far.

39.3 Sophie has now taken over fully the running of the allotments from Cheryl. She is working through the many responses to GDPR letters that are being received. There was a break in at Underwood Road over the weekend during which 5 sheds were broken into, but there appears to be minimal damage or stolen property. Cllr Tidridge reported an incident of racist graffiti by the new allotments near the Cemetery. This was disappointing, but the Borough Council dealt with it quickly.

39.4 The Clerk informed the Committee that the next set of works in the Cemetery will take place from 6th July to 13th July and notices will be put up well beforehand. The Borough Council has also been contacted about recent changes in groundwater regulations which will impact not only the current Cemetery, but also Stoke Common Cemetery before it can be handed over to the Parish Council.

39.5 Apart from Sayers Road, the other play areas are being maintained as usual. The next scheduled for major work is the Glebe Meadow Skate Park. Many ideas were discussed but it was agreed that consultation would be key before any plans can go forward.

39.6 Finally the Clerk showed the Committee the latest silhouettes for the "Lest We Forget" memorials. It was agreed this would be discussed at Parish Council. The Clerk was also asked to contact St Pauls to determine whether they would be happy to host one.

Action: Clerk

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

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

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

40.3 Cllrs Winstanley, Harris and Toher all gave their apologies for the next meeting.

Initial: _____ Date: _____

There being no further business, the Chair closed the meeting at 8.45pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

28.4 that Cllr Harris be elected Chair of the Finance & General Purposes Committee for the year 2018-19

29.1 that Cllr Winstanley be elected Vice Chair of the Finance & General Purposes Committee for the year 2018-19

31.3 that the Minutes of the Finance and General Purposes Meeting held on 8 May 2018 be accepted, as amended, as a true record.

35.5 that the Committee approve the RFO, Payment and Budget Monitoring reports for May 2018.

38.2 that the direct debit payee list be approved.

Recommendations for consideration by the Full Parish Council

36.3 that the Parish Council note the end of year audit report and approve the Council's response.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____