

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 20 April 2021

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

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 1 member of the public was present

FGP_2122_M01/

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllr Winstanley.

2 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 9 March 2021

2.1 The Minutes of the above meeting had been circulated prior to the meeting.

2.2 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 9 March be accepted as a true record.

3 To consider Matters Arising from the above Minutes

3.1 There were no matters arising.

4 Declarations of Interest and Requests for Dispensations

4.1 There were no declarations or requests.

5 To note the RFO's Report, and to approve the latest Budget Monitoring and Payments Reports

5.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The RFO noted that the report had stated the Council expenditure was over budget for the year when in fact it was under budget. The Committee agreed to note the report.

5.2 Cllr Parker-Jones asked whether the report on switching to a more ethical banking arrangement was still planned to come back before the Committee. The RFO informed the Committee that the report had been delayed whilst work continued on the Memorial Hall but that once this is complete work will resume on the report.

5.3 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring reports for March 2021.

5.4 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Payments List report for March 2021.

6 To recommend approval of the Statement of Internal Control for the year ending 31 March 2021

6.1 Proposed Cllr Parker-Jones, Seconded Cllr Dean, **RECOMMENDED** unanimously that the Parish Council approve the Statement of Internal Control for the year ending 31 March 2021.

7 To note the Clerk's Report, including an update on Parish Council assets

7.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

7.2 The Clerk informed the Committee that following reports of mess and damage at Glebe Meadow sensory garden the night before he had arranged for Green Smile to come in and clean up first thing in the morning, and Ryan O'Connor would be preparing quotes for the reinstatement of the brick circle. Depending on the time frame and cost these may be brought before the Council at the next meeting.

7.3 Cllrs asked whether, given the timeframe for moving and updating the sensory garden is tied to the new Memorial Hall, some work could be undertaken in the meantime to enhance the area on a short-term basis. Options such as herbs, brightly coloured flowers, wildflowers and bee friendly planting were discussed. The Clerk was asked to investigate what could be done.

Action: Clerk

8 Date, time, place and agenda items for next meeting

8.1 The next meeting is scheduled to be on Tuesday 13th July 2021 at 7:30pm. Agenda items for this meeting should be received by the Clerk at least 8 days prior to the meeting.

There being no further business, the Chair closed the meeting at 7:48pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Finance & General Purposes Meeting

13th April 2021

Payments (March 2021)

Direct Debit payments

BT	Office - Phone & broadband (Mar 21)	£	44.94
Eon	Office - Electricity (Mar 21)	£	43.00
British Gas	Allotments - UR - Electricity (Feb 21)	£	14.28
British Gas	Shears Mill - Electricity (Feb 21)	£	11.08
Sky Mobile	DW Mobile Phone (Mar 21)	£	20.00

Staff Debit Card payments

DW - Wix.com	Renewal 21 mailboxes 2021-22	£	1,399.10
JW - Post Office	Postage	£	31.82
DW - Sainsburys	Postage	£	15.84
ST - Lawn and Pole	Strimmer wire UR equipment	£	19.95
DW - Wix.com	renewal bishopstokepc.org website	£	111.75
DW - Amazon	2 iPad 10.2" covers	£	41.98
DW - Amazon	15 iPad 10.2" 32GB tablets	£	4,935.00
DW - Amazon	13 iPad 10.2" covers	£	272.87
ST - Amazon	24" monitor CT	£	129.99
ST - Amazon	Wired keyboard	£	10.53
ST - GS Products	8m chain for UR site	£	28.12
ST - Sky Mobile	Mobile phone top-up	£	8.00

BACS payments

Eastleigh Borough Council	Yzone Contribution 2020-21	£	25,000.00
Eastleigh Borough Council	Dog bin emptying (Feb 21)	£	49.06
Pear Technologies	PT Mapper Pro software updates	£	102.00
Green Smile	Topsoil and grass for fencing project	£	588.00
Colden Common Parish Council	ST 50% SLCC membership	£	118.20
Arbor-Eco Consultancy	Tree survey 2021 of all sites	£	1,680.00
Aspect Home Improvements	New Parish Office door	£	1,155.00
Aspect Home Improvements	BMH replacement window	£	270.00
Greens Clearances	Rubbish clearance Parish Office	£	35.00
Steve Willis	Fuel for JL equipment	£	7.31
P Stewart	Office and Shears Mill cleaning Dec 20- Mar 21	£	140.00
Katrina Jones	Travel Tokens refund	£	166.00
Woodside Services	Mole Control visit Mar 21	£	135.00
Plan.Et	Neighbourhood Plan site research	£	72.00
Edge IT Systems	Email function across Epitaph, Finance, Allotments	£	63.60
Edge IT Systems	Year end training webinar ST	£	48.00
Patman	PAT Testing office equipment	£	125.00
Bruno Construction	Fencing work to Cemetery south & west boundaries	£	2,502.48
Bruno Construction	Fencing work to Cemetery east boundary	£	614.40
Green Smile	Hawthorn whips planting at Cemetery	£	624.96
Mike Thornton	Travel Tokens refund	£	16.00
Bishopstoke & Fair Oak Good Neighbourhood	Travel Tokens refund	£	332.00

Paul Ashton Ltd	Building Surveyor Inspection BMH roofing issues	£	378.00
Ryan O'Connor	Replacement tap JL allotment	£	81.62
Ryan O'Connor	BMH step painting	£	320.00
Hampshire Riding Therapy Centre	Grant	£	800.00
The Pavilion on the Park	Grant	£	1,080.00
Staff	Salary	£	4,728.23
Staff	Mileage + Office Allowance	£	131.45
HMRC	Tax / NI	£	1,265.98
HCC	LGPS	£	1,481.95
Green Smile	Ground Maintenance (Mar 2021)	£	3,979.31
Cheque payments		£	-
Out Of Pocket Expenses	Clerk - DW		
N/A		£	-
		Sub total	£ -
Out Of Pocket Expenses	Projects Officer - CT		
		Sub total	£ -
Out Of Pocket Expenses	RFO - ST		
N/A		£	-
		Sub total	£ -
Out Of Pocket Expenses	Cemeteries Officer - JW		
N/A		£	-
		Sub total	£ -
Total payments			£ 55,228.80

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

20th April 2021
Agenda Item: 5

Report Subject: To receive the RFO's Report

Payments Lists:

Significant items for March included payment of grants to Morelands Camping and Eastleigh Youth & Community Trust, the Y-Zone contribution for 2020-21, a new tree survey for all Parish sites, new Parish Office fire door, and fencing work to the 3 of Cemetery boundaries.

Year end preparation:

The RFO has started on the year end accounts preparation, and attended a webinar to learn how to run the process on Edge Finance module as this is the first year of using the software. So far, the VAT return for Q4 has been submitted, both bank accounts reconciled, and all invoices are entered for the year.

The payments list being presented to Councillors is the final list for March 2021, however the budget monitoring reports are draft figures for the moment as more work is needed for income and expenditure accruals. The final accounts will be presented to the Full Council in June 2021, after the completion of the internal audit on 19th May.

Budgeting Monitoring:

The Council has received the grant for artwork at the Cemetery into the 2020-21 accounts after the ear-marked reserves were approved by Full Council. This income has been placed straight into ear-marked reserves for year end, and the Cemeteries Officer will begin on the consultation for the project.

At present, the Council is over budget on income by nearly £29,000 (mainly down to the artwork grant), and expenditure is over budget by over £61,000, but these figures will change slightly.



Finance & General Purposes Clerk's report 20 April 2021

Clerk's Report

Recommendations:

FGP_2021_M07/68.1

On 23rd March the Full Council resolved to grant £800 to Morelands Camping, as recommended. See Minute FULL_2021_M07/119.5

Matters Arising:

FGP_2021_M07/65.1

Regarding the Memorial Hall break-in.

The Clerk confirmed via email on 10 March that the youth involved had been issued with a community resolution for criminal damage. This means that he has accepted responsibility for the criminal damage to the window and will be receiving ongoing intervention from the Youth Offending Team to ensure that this kind of behaviour does not continue. The courts had not been involved.

FGP_2021_M07/67.1

Regarding the Y-Zone invoice.

The Clerk, Chair and Vice Chair of the Council attended a liaison meeting with the Local Area Manager, Andy Thompson and Chair of the Local Area Committee, Cllr Nick Couldrey. The question of the invoice was raised. Andy informed us that staff had been paid throughout the year, and there had been other costs too, and so it was appropriate that all parties involved had received an invoice for the agreed amount.

FGP_2021_M07/69.1

Regarding Eastleigh Youth & Community Trust.

The Clerk contacted the Trust on 11th March to ask for the extra information requested by the Committee and to offer information about other grants that may be available to the Trust. An offer was also made to help with publicity in Bishopstoke. The resulting information was provided to Councillors in advance of the Full Council meeting on 23rd March. At that meeting, Council voted to grant £600, or the remainder of the grant budget, whichever was larger, to the Trust. See Minute FULL_2021_M07/127.3

Parish Assets:

Allotments

The allotment shop at Underwood Road is reopening on April 12th (assuming no changes to the government roadmap before then) as is the lending of Council equipment to plot holders. Both are being done with Covid safety in mind.

Burial Matters

Up to the end of January 2021 there were a total of 22 interments. Fence repair work has been completed at Bishopstoke Cemetery and a new hedge boundary has been planted in one section. Work to fell a diseased Norway Maple in the Old St Marys Churchyard is taking place. A replacement tree is being planted.

Parish Office

The Office is being readied for use once restrictions are lifted. A ramp to enable safer use of the fire escape is being installed.

Play Areas

Repairs from the previous set of inspections have been mostly completed. Work from the latest round of inspections will be considered soon.

Trees

Quotes have been sought from six companies. As yet we have only received one set of figures.

Other Matters:

At the time of writing this report, there were no other matters to report upon.