

**Minutes of a Meeting of the Finance and General Purposes Committee
held virtually commencing at 7.30pm on 13 October 2020**

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

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 1 member of the public were present

FGP_2021_M02/

10 Apologies for Absence

10.1 Apologies had been received and were accepted from Cllr Dean

11 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 September 2020

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

11.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 8 September 2020 be accepted as a true record.

12 To consider Matters Arising from the above Minutes

12.1 Minute FGP_1921_M01/8.3

Councillor Parker-Jones asked if there was an update on the Church Road play area tree. Cllr Tidridge confirmed that this was covered in the Clerk's report.

13 Declarations of Interest and Requests for Dispensations

13.1 There were no declarations or requests.

14 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for the 2nd quarter of 2020-21

14.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report.

14.2 The Budget Monitoring and Payments Report for the 2nd quarter of 2020-21 had been included in the document pack. Cllr Toher asked if the Surrey Hills legal costs relating to the acquisition of Brookfield was the liability for the Parish Council and not the Borough Council. Cllr Parker-Jones questioned the high costs of painting the wall of Shears Mill, and whether the work was put out to tender. The RFO offered to ask the Clerk to answer both questions as it was he who approved both invoices.

Action: Clerk

14.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for the 2nd quarter of 2020-21.

15 To recommend approval of a grant request from Morelands Camping

15.1 The Committee discussed the grant application. Cllr Parker-Jones questioned that the campsite is not within the Parish of Bishopstoke, and that she could not see how it directly benefits the residents. Cllr Parker-Jones was also concerned that this could open the door for future applications from outside of the Parish.

15.2 Cllr Winstanley commented that whilst the initiative of the campsite is a good thing, the report does not mention any evidence how it benefits the residents of Bishopstoke and at present, does not feel it is a good use of Parish Council funds. She would like to see more statistics before deciding.

15.3 Cllr Thornton agreed with other Cllrs, and suggested the Council asks the organisation for further evidence.

15.4 Cllr Toher felt that the report did not provide enough information and would like to see more detailed statistics. Without them, she would be against granting the money.

15.5 Cllr Winstanley commented that there were no details given for the number of people the amount requested would benefit.

15.6 Cllr Tidridge would like to see more evidence that this project is of direct benefit to the residents of Bishopstoke.

15.7 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that this application should be deferred to the next meeting, with the Clerk to ask the organisation to provide more detailed evidence and statistics of the direct benefit to the residents of Bishopstoke.

Action: Clerk

16 To recommend approval of a grant request from Bishopstoke Methodist Church

16.1 The paperwork to support this application was not received in time for the meeting. This item was consequently deferred.

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

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

17.2 Cllr Tidridge was pleased to see communication with the Underwood Road site reps has improved. She also commented that she had circulated photos via email of the completed repairs to the Church Road play area.

17.3 Cllr Tidridge would like an agenda item at the next meeting of the Full Council to discuss the fencing at Church Lane play area around the back of the electricity substation. There is funding available through the Borough BIFFOH LAC through S106 contributions. She would like all Cllrs to have a say on the project, with the Clerk to circulate the quotes and diagrams in advance of the meeting, for Cllrs to then discuss options and make a decision during the meeting itself.

Action: Clerk

17.4 Cllr Tidridge also feels that the fencing should be replaced around the substation; a discussion amongst Cllrs then followed. Although the substation is the responsibility of SSE, Cllr Tidridge feels that whilst installing new fencing at Church Lane play area, the Parish Council should install new fencing by the substation to ensure the play area is safe under current Health and Safety standards.

17.5 Cllr Parker-Jones felt that using social media would embarrass SSE into action to reply to the Council, and would like the Clerk to share the email trail with Cllrs so they can see how many attempts have been made to contact SSE.

Action: Clerk

17.6 Cllr Harris agreed with using social media, but felt that SSE would probably want their own sole access to the substation with their own key, and that the Council should instead of installing new metal fencing, only install heras fencing. Cllr Toher suggested the Council should charge rent to SSE for use of Council land. Cllr Parker-Jones commented that the Council should use both avenues - social media and charging SSE rent.

17.7 Cllr Tidridge would like the F&GP Committee to discuss at its next meeting the outstanding project regarding the cemetery gates and asked the Clerk to provide an update on the current situation.

Action: Clerk

17.8 Cllr Parker-Jones is aware that the money has been received by the Borough and it has been discussed by the BIFFOH LAC team. There is concern the money is time-bound. Cllr Toher suggested that as the Council still does not have access to the new cemetery, that the money could instead be spent on gates for the old cemetery. Cllr Toher suggested going back through previous notes to find the exact details.

Action: Clerk

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

18.1 The next meeting is scheduled to be on Tuesday 10th November 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 2nd November. Cllrs were also asked to email suggestions for any considerations for budget discussions to the Clerk and RFO.

There being no further business, the Chair closed the meeting at 8.09pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



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

13th October 2020

Agenda Item: 5

Report Subject: To receive the RFO's Report

Payments Lists:

July 2020

Significant items for July included payment of internal auditor fees for 2019/20 accounts, Neighbourhood plan amendments, and the start of works to re-open the BMH - removal of asbestos products, Legionella risk assessment and maintenance around the hall. There were also costs of new locks and keys following the break-in to the hall.

August 2020

Significant items for August included tree survey work, completion of the St Mary's wall rebuild project, Edge software annual licence fee, and replacement BMH steps.

September 2020

Significant items for September included further tree survey work, and further costs to re-open the BMH – curtain cleaning, electrical works, maintenance works to bring the BMH up to standard regarding fire safety, and purchase of new equipment. A summary sheet presented to the Buildings Committee has been attached to show the Finance & General Purposes Committee the total spend to date for the BMH.

Edge Software:

The Edge software is fully up to date, the VAT return for Q1 has been sent off and repayment received into the bank account. The Q2 will be made this week. There are still some teething

problems which the IT support are assisting with, including some transactions that have posted to the suspense account. These will be rectified in time for the next F&GP Committee meeting.

A new style budget monitoring report is being presented to Councillors to include last year actuals, current year budget and current year actuals, as discussed during the last meeting.

Memorial Hall:

The Memorial Hall re-opened on the 7th September. Most regular hirers have now returned to the hall. So far it has been mostly smooth process. The QR codes are displayed as legally required, and the Clerk and RFO continue to monitor the Government announcements for impact on changes to the restrictions.

Insurance:

The Insurance Company have contacted the Clerk regarding the quote for the new year. The Clerk and RFO will work together to provide answers to the questions they need information on. A review of the fixed asset register will also be completed and uploaded to the Asset module of the Edge software.

Bishopstoke Parish Council

Finance & General Purposes Meeting

13th October 2020

Payments (July 2020)

Direct Debit payments

BT	Office - Phone & broadband (Jul 20)	£	54.60
Eon	Office - Electricity (Jul 20)	£	50.00
British Gas	Allotments - UR - Electricity (Mar-Jun 20)	£	4.94
British Gas	Shears Mill - Electricity (Jun 20)	£	10.61
Business Stream	Allotments - UR - Water (Apr-Jun 20)	£	240.77
Business Stream	Burial Grounds - BC - Water (Mar-Apr 20)	£	10.96
Eastleigh Borough Council	Trade Waste (Apr-Jun 20)	£	222.56

Staff Debit Card payments

CT - Post Office	Postage Stamps	£	9.68
CT - Post Office	Postage Stamps	£	9.12
ST - Post Office	Postage Stamps	£	2.45
ST - Vodafone	Mobile Top-up	£	10.00
ST - County Locksmiths	BMH New Locks	£	213.35
ST - County Locksmiths	BMH New locks key cutting	£	53.39
ST - Home Bargains	Cleaning supplies BMH	£	36.59

BACS payments

Eastleigh Borough Council	Dog Bin Emptying (Mar, May, Jun 20)	£	159.44
Do The Numbers	Internal Audit Fees 2019/20 accounts	£	750.00
ICCM	ICCM Membership fees 2020/21	£	95.00
Green Smile	Cutting Footpaths around Strawberry Mead	£	48.00
Planet (Evolving Together)	Neighbourhood plan draft 3 amendments	£	558.00
Bruno Construction	Removal spikes St Mary's churchyard	£	132.00
Bruno Construction	Shears Mill interior wall painting	£	372.00
Bruno Construction	Shears Mill rear interior walls re-painting	£	342.72
Ryan O'Connor	BMH Shelving for cleaning cupboard	£	240.14
Surrey Hills Solicitors	Legal fees Brookfield acquisition	£	30.00
Hi & Low Pest Control	Additional wasp nest removal	£	45.00
Hi & Low Pest Control	2 x wasp nest treatment St Mary's	£	108.00
Hydrotech Services	BMH Legionella Risk Assessment	£	432.00
Ryan O'Connor	BMH works to kitchen and toilets	£	378.92
Greens Clearances	Cemetery Waste collection	£	25.00
Green Smile	Trimming entrances to Brookfield	£	144.00
Green Smile	Remove glass chippings from Memorial	£	12.00
Green Smile	Soil and seed near uneven kerbset	£	14.40
Green Smile	Fill holes and remove rope swing Old St Mary's	£	16.80
Hampshire Environmental Services	Removal of asbestos under stage BMH	£	624.00

Staff	Salary	£	4,548.35
Staff	Mileage + Office Allowance	£	149.60
HMRC	Tax / NI	£	1,054.54
HCC	LGPS	£	1,751.69
Green Smile	Ground Maintenance (Jul 2020)	£	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		
Vodafone	Mobile phone top-up	£	10.00
Vodafone	Mobile phone top-up	£	10.00
		Sub total	£ 20.00
Total payments			£ 16,959.93

Bishopstoke Parish Council

Finance & General Purposes Meeting

13th October 2020

Payments (August 2020)

Direct Debit payments

BT	Office - Phone & broadband (Aug 20)	£	54.60
Eon	Office - Electricity (Aug 20)	£	50.00
British Gas	Allotments - UR - Electricity (Jul 20)	£	339.20
British Gas	Shears Mill - Electricity (Jul 20)	£	10.31
Business Stream	Burial Grounds - BC - Water (Apr-Jun 20)	£	75.88

Staff Debit Card payments

ST - D&G Hardward	BMH cleaning supplies	£	5.99
ST - County Locksmiths	BMH New Keysafes	£	122.90
ST - Vodafone	Mobile Top-up	£	10.00

BACS payments

Eastleigh Borough Council	Dog Bin Emptying (Jul 20)	£	49.06
Ryan O'Connor	BMH work to electrical cupboard/disabled toilet	£	378.94
Shawyers	Tree work as per survey - Sayers Road	£	48.00
Shawyers	Tree work as per survey - Templecombe/JL site	£	360.00
Shawyers	Tree work as per survey - Brookfield	£	84.00
Shawyers	Tree work as per survey - Otter Close	£	360.00
Shawyers	Tree work as per survey - Brookfield	£	324.00
Shawyers	Tree work as per survey - UR site	£	300.00
Bruno Construction	St Mary's church wall rebuild - final part	£	3,328.08
Bruno Construction	St Mary's church wall lime pointing & bricks replacement	£	486.60
Bruno Construction	St Mary's church wall pointing & remove bushes	£	522.48
Greens Clearances	BMH Waste collection	£	110.00
Greens Clearances	Parish Office waste collection	£	50.00
Seagrave Inspection Services	6 operational playground inspections Aug 20	£	544.32
Ryan O'Connor	BMH work to reboard hall ceiling	£	938.25
Edge IT Systems	AdvantEDGE software licence 2020/21	£	1,398.24
Rocon Contractors	BMH replacement front steps	£	2,100.12

Staff	Salary		£	4,825.37
Staff	Mileage + Office Allowance		£	132.03
HMRC	Tax / NI		£	1,223.30
HCC	LGPS		£	1,492.93
Green Smile	Ground Maintenance (Aug 2020)		£	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			
Vodafone	Mobile phone top-up		£	10.00
			Sub total	£ 10.00
Total payments				£ 23,713.91

Bishopstoke Parish Council

Finance & General Purposes Meeting

13th October 2020

Payments (September 2020)

Direct Debit payments

BT	Office - Phone & broadband (Sep 20)	£	54.60
Eon	Office - Electricity (Sep 20)	£	29.00
British Gas	Allotments - UR - Electricity (Aug 20)	£	66.46
British Gas	Shears Mill - Electricity (Aug 20)	£	10.61
ICO	Data Protection Annual Fee	£	35.00

Staff Debit Card payments

DW - Screwfix	New mower for JL allotment	£	149.99
ST - Currys	BMH new fridge/freezer	£	294.99
ST - Amazon	BMH - supplies for re-opening	£	162.55
ST - Argos	BMH new kettles/bin	£	34.98
ST - Sainsburys	BMH - stationery	£	3.24
ST - Co-op	BMH cleaning supplies	£	5.75
CT - Sandy News	Mobile phone top-up	£	35.00
ST - L&S Waste Management	JL skip hire	£	297.60
DW - Land Registry	Land registry charges for St Mary's Churchyard	£	72.00
ST - Vodafone	Mobile phone top-up	£	10.00
JW - Vodafone	Mobile phone top-up	£	10.00
CT - Sandy News	Mobile phone top-up	£	35.00

BACS payments

Kays Group Taxis	Travel tokens repayment	£	200.00
Green Smile Ltd	Fill holes and mowing of Cemetery	£	35.00
Green Smile Ltd	Disposal 4 tyres from Brookfield	£	14.40
Green Smile Ltd	Grass cutting outside Parish office June/July	£	64.80
Apple Cleaning Ser	BMH curtain cleaning and fire retardant spraying	£	1,452.00
Ryan O'Connor	BMH disabled ramp and repair damaged manhole	£	1,227.35
Eastleigh Cab Company	Travel tokens repayment	£	417.00
Mid Hants Fire Protection	BMH emergency call out fee	£	137.40
Arbor-Eco Consultancy	Cemetery tree inspection and investigation	£	100.00
Steve Willis	Mower oil for JL equipment	£	7.99
Zidac Laboratories	3 foot operated hand sanitiser stations	£	575.93
Ryan O'Connor	BMH replacement push bars for fire doors	£	610.32
Aspect Home Improvements	BMH replacement double glazing unit	£	175.00
R Elkins	Fuel for UR equipment	£	38.71
Green Smile Ltd	St Mary's shrub clearance	£	864.00
Shawyers	Tree work as per survey - Church Road	£	1,296.00
Shawyers	Tree work as per survey - Glebe Meadow	£	636.00
MRC Electrical	BMH electrical works	£	1,860.00

Staff	Salary		£	4,594.85
Staff	Mileage + Office Allowance		£	133.20
HMRC	Tax / NI		£	1,125.41
HCC	LGPS		£	1,416.14
Green Smile	Ground Maintenance (Sep 2020)		£	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				£ 22,267.58



Finance & General Purposes Clerk's report 13 October 2020

Clerk's Report

Matters Arising:

FGP_2020_M01/8.3 Regarding a potentially dangerous tree in Church Road play area. The tree report had identified two trees requiring attention in the play area. The work was completed in the week beginning 21st September.

Parish Assets:

Allotments Allotment rent letters are being sent out this month. There is a badger causing damage at Jockey Lane and the Council has been asked to consider better fencing along the side of the site which borders on to Wilmot Close. Quotes will be sought for the work, but it is expected that the nature of the fencing required and the length of ground to be fenced may mean the cost is too prohibitive. The risk assessment has been agreed with the Underwood Road site reps, including a new standard operating practice for both the shop and the machine shed. Any necessary PPE or sanitation equipment is either on order, ready to be installed, or installed.

Burial Matters As at September 10th there have been 15 interments this year. We still await news of when the cemetery extension will begin the twelve-month maintenance period.

Parish Office There is nothing new to report on the Parish Office.

Play Areas Repair work continues across our play areas and quotes for full cleaning of some areas have been sought. Areas that will be a priority for cleaning are Church Road, Glebe Meadow and Templecombe Road. The repair work ordered as a result of the summer inspections is now complete, however the additional work ordered at Church Road was not done. A separate order for this has now been placed and when a date for the work is known I will update the Committee. A quote for the refencing of the front of Church Road play area has been received and has been passed to the Local Area Manager for comment. The fencing suggested for the quote is the same height as the gate and is hoop topped. A separate quote for providing a gate across the electricity substation has also been obtained. Church Road play area was included in the tree survey in February 2020 and work identified on individual trees has been completed. A group of predominantly Ash trees behind the basketball net had been identified for thinning but the contractor felt that they did not have enough information to proceed with this work so it has not yet been completed.

Trees Work from the tree survey continues. A tree came down in Glebe Meadow on the weekend of the 4th October and arrangements are being made to remove it.

Other Matters:

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