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**Members of the Parish Council are summoned to attend a meeting on  
Tuesday 23<sup>rd</sup> March 2021 at 7.30pm. This virtual meeting is open to the public**

### AGENDA

#### PUBLIC SESSION

1. Apologies for Absence
2. Councillors' Questions
3. To adopt the Minutes of the Parish Council meeting held on 23 February 2021
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. Reports from Committees – to note resolutions and to determine recommendations
7. Reports from Working Groups – to note reports, and to determine recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 28 February 2021
9. To approve and adopt the audited Annual Return for the year to 31 March 2020
10. To discuss problems around and the future of the YZone (Cllr Greenwood)
11. To discuss the Bishopstoke Memorial Hall roof and make decisions
12. To consider a report on the Council structure and determine recommendations
13. To note the interim report from the Internal Auditor and approve the Parish Council response
14. To approve the revised arrangements for earmarked reserves
15. To consider a grant request from Eastleigh Youth & Community Trust
16. To support the planting of wildflowers within Bishopstoke (Cllr Thornton)
17. To agree the arrangements for the Annual Meeting of the Council and subsequent meetings
18. To note reports from County, Borough and Parish Councillors on matters of interest
19. To note the Clerk's Report
20. To consider content for the March 2021 Press Release
21. Date, time, place and agenda items for next meeting – Tuesday 27 April 2021 at 7.30pm online
22. Motion for confidential business
23. To approve the recommendations from the Human Resources Working Group

*D L Wheal*  
*Clerk to Bishopstoke Parish Council*  
*17<sup>th</sup> March 2021*

*Members: Cllrs Toher (Chair), Harris (Vice Chair), Brown, Daly, Dean, Francis, Greenwood, Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley*  
FULL\_2021\_A07

## Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 23 February 2021

**Present:** Councillor Sue Toher (Chair)  
Councillor Geoff Harris (Vice Chair)  
Councillor Andrew Daly  
Councillor Anne Dean  
Councillor Chris Greenwood  
Councillor Trevor Mignot  
Councillor Andy Moore  
Councillor Lou Parker-Jones (until para 101.1)  
Councillor Mike Thornton  
Councillor Gin Tidridge  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

**Public Session** 0 members of the public were present.

**FULL\_2021\_M06/**

**Public Session**

### 93 Apologies for Absence

93.1 Apologies had been received and accepted from Cllrs Roling and Brown. Cllr Francis was not present.

### 94 Councillors' Questions

94.1 Cllr Dean noted that she had originally asked for an agenda item to resolve no further changes to Committee and Working Groups until the completion of a full review, but that she had withdrawn it following discussions with the Clerk and Chair as a review is already underway, and the proposed changes to the Buildings Committee terms of reference have been taken off this agenda.

94.2 The Clerk informed the Council that the proposals that have been worked on since October by the officer team would be sent to all Councillors in the morning. Included with that would be a memo detailing the Clerk's advice on when any agreed changes should be implemented. Also included would be a document produced by Cllr Dean with her thoughts on the subject, with further information provided by the Clerk. The Clerk also noted that Cllr Tidridge had been working on something similar and would hopefully present her thoughts for consideration too. The Clerk noted that the discussion of the review would be on the March Full Council agenda. The documents are being sent out earlier than usual to allow as much time as possible for Cllrs to consider the matter.

**Action: Clerk**

94.3 Cllr Harris had been asked by a number of residents whether the care home at the top of the village is changing hands. No one present had any knowledge of this. Cllr Winstanley noted this possibly referred to the nursing home at the top of Church Road, and not the Anchor community.

94.4 Cllr Greenwood advised the Clerk that he had sent a request for the current anti-social behaviour around the YZone area to be discussed at Full Council. The Clerk confirmed it would be on the March agenda.

**Action: Clerk**

94.5 Cllr Tidridge asked whether the Chair and the Clerk had received invitations to the Bishopstoke, Fair Oak and Horton Heath Local Area Committee team meeting the following evening. Both confirmed that they had.

94.6 Cllr Thornton had been approached by a member of the Bishopstoke History Society with a view to finding somewhere for all the items and documents possessed by that person to be stored. The Council had previously been in touch with the BHS who had informed the Clerk that they were no longer interested in using the Memorial Hall and were exploring other options.

**95 To adopt and sign Minutes of the Parish Council meeting held on 26 January 2021**

95.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting.

95.2 Proposed Cllr Moore, Seconded Cllr Dean, **RESOLVED** that the minutes of the Parish Council meeting held on 26 January 2021 be adopted as a true record.

**96 To consider Matters Arising from the above Minutes**

96.1 There were no matters arising.

**97 Declarations of Interest and Requests for Dispensations**

97.1 There were no declarations or requests made.

**98 Reports from Committees – to note resolutions and to determine recommendations**

98.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

98.2 The resolutions of the Planning Committee meetings on 26 January and 9 February were noted.

98.3 The resolutions of the Finance & General Purposes Committee meeting on 9 February were noted.

98.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that £8,000 be transferred from the Election budget heading to the Play Area equipment maintenance budget heading.

98.5 The resolutions of the Buildings Committee meeting on 2 February were noted.

**99 Reports from Working Groups – to note, and to determine recommendations**

99.1 Cllr Toher informed the Council that the Neighbourhood Plan group was now at the stage of needing to put out a call for sites. This involves inviting anyone to put forward suggestions of areas where development could take place. The call has gone on the Council website and Facebook pages.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**100 To note the RFO's Report, and to approve the Statements of Account to 31 January 2021**

100.1 The RFO reported that there was nothing new to report since the Finance & General Purposes meeting of 9<sup>th</sup> February.

100.2 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** unanimously to approve the Statements of Accounts to 31 January 2021.

**101 To approve funding for the RFO to join the SLCC**

101.1 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to approve the funding for the RFO to join the SLCC.

*Cllr Parker-Jones left the meeting at this point.*

**102 To adopt the Grievance Policy and Discipline Policy**

102.1 The Grievance Policy and Discipline Policy had been included in the supporting documents for this meeting.

102.2 Proposed Cllr Harris, Seconded Cllr Winstanley, **RESOLVED** with Cllr Tidridge abstaining that Bishopstoke Parish Council adopt the Grievance Policy and the Discipline Policy.

**103 To adopt the new Local Government Association standard code of conduct**

103.1 The code of conduct had been included in the supporting documents for this meeting.

103.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with Cllr Greenwood abstaining that Bishopstoke Parish Council adopt the new Local Government Association standard code of conduct.

**104 To review and re-adopt the Complaints Procedure**

104.1 The Complaints Procedure had been included in the supporting documents for this meeting.

104.2 Proposed Cllr Greenwood, Seconded Cllr Winstanley, **RESOLVED** unanimously that Bishopstoke Parish Council re-adopt the Complaints Procedure.

**105 To review and re-adopt the Freedom of Information Policy**

105.1 The Freedom of Information Policy had been included in the supporting documents for this meeting.

105.2 Cllr Daly noted that there was a clause referring to EU policy and asked whether this needed to be removed. The Clerk was asked to check this.

**Action: Clerk**

105.3 Proposed Cllr Moore, Seconded Cllr Daly, **RESOLVED** unanimously that Bishopstoke Parish Council re-adopt, as amended from 105.2 if necessary, the Freedom of Information Policy.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**106 To review and re-adopt the Data Protection Policy**

106.1 The Data Protection Policy had been included in the supporting documents for this meeting.

106.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that Bishopstoke Parish Council re-adopt the Data Protection Policy.

**107 To adopt the Financial Systems Risk Assessment**

107.1 The Financial Systems Risk Assessment had been included in the supporting documents for this meeting.

107.2 Cllr Greenwood noted that in the document “million” is sometimes written in words and sometimes in digits and asked if there could be consistency.

**Action: Clerk**

107.3 Proposed Cllr Moore, Seconded Cllr Greenwood, **RESOLVED** unanimously that Bishopstoke Parish Council adopt, as amended in 107.2, the Financial Systems Risk Assessment.

**108 To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions**

108.1 A report detailing the problems with the Memorial Hall roof and potential solutions had been included with the supporting documents for this meeting.

108.2 The Clerk noted the difficulties in working with the original contractor and the difficulties in finding companies that were both willing and able to do the work necessary. The Clerk also noted that if the repair work is not done then the building may have to close.

108.3 The Council spent some time discussing the options presented. Councillors were of differing opinions, with some favouring the option of requesting the funding from the Borough Council to get the whole roof done, and others worried that this would be a large sum of money to spend on a building that may well be demolished in 2-3 years. Concerns were raised over whether current hirers would return if the building were forced to close until a replacement can be built.

108.4 Other options were discussed such as covering the building with a tarpaulin or shrink-wrapping the building. The RFO was requested to try to find more companies willing to quote for full or partial over-boarding, resin coating and shrink-wrapping. The RFO was also requested to contact Bishopstoke Players in particular for their opinion on the options. The Council agreed to defer a decision until the next Full Council meeting when there should be more information available.

**Action: RFO**

**109 To note reports from County, Borough and Parish Councillors on matters of interest**

109.1 Cllrs Harris, Winstanley, Thornton, and Tidridge had all circulated written reports for the Council. These are included as Appendix A in the minutes.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**110 To receive the Clerk's Report**

110.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix B.

110.2 The Clerk added that the date for the One Horton Heath meeting had not yet been set, the annual tree survey is currently taking place and that there is a site meeting at the Chase for the allotments on Wednesday 3<sup>rd</sup> March. Additionally, the Clerk has recently received two kind offers from residents: one was to include a donation to the new Memorial Hall in their will and the other was to give a donation towards any future Council project to help local children in need.

**111 To consider content for the February 2021 Press Release**

111.1 It was agreed that the press release would include: the repairs at Sayers Road play area; the upcoming census; the website for reporting concerns to the police; the increased numbers of PCs and PCSOs in the area and the prevalence of recent scams involving income tax..

**112 Date, time, place and agenda items for next meeting**

112.1 The next meeting will be on Tuesday 23 March 2021, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

*There being no further business, the Chair closed the meeting at 9:00pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minutes of a Meeting of the Planning Committee  
held online commencing at 7.00pm on 23 February 2021**

**Present:** Cllrs Greenwood (Chair), Dean, Moore, Mignot and Toher

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

**Public Attendance:** 0 members of the public were present

**PLAN\_2021\_M14/**

**Public Session**

**123 Apologies for Absence**

123.1 Apologies had been received and were accepted from Cllrs Brown and Francis.

**124 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 9 February 2021**

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

124.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** that the minutes of the Planning Committee meeting held on 9 February 2021 be adopted as a true record.

**125 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

125.1 Cllr Toher raised the question of the Borough Council being in a position to adjudicate on its own application with regard to the One Horton Heath project. The Committee understands that this may be legal but maintains the position that it does not give a good impression. Additionally, one of the Borough Councillors who will sit on the Committee that decide the application is publicly supporting the application, which the Committee felt gave the impression of pre-determination. The Clerk was asked to again ask the Borough Council whether this is proper.

**Action: Clerk**

**126 Declarations of Interest and Requests for Dispensations**

126.1 There were no declarations or requests.

**127 Consideration of Planning Applications**

127.1 H/21/89557 – 173 Underwood Road – Single storey front and side extension – The Committee agreed raise no objection to the application.

127.2 H/20/89291 – 23 Sydney Road – Retention of boundary fence – The Committee agreed to raise no objection to the application. The Clerk was requested to ask the planning officers to check the height of the fence.

**Action: Clerk**

127.3 No further applications had arrived following the publication of this agenda.

## **128 Report on recent planning decisions**

128.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

## **129 To receive the Clerk's Report**

129.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

129.2 The Clerk noted that the Borough Council had provided answers to a number of the Committee's questions regarding the One Horton Heath project. The Borough's definition of affordable housing comes from the National Planning Policy Framework (NPPF) which includes housing for rent and other options to help applicants to access the housing market. Affordable housing for rent is made available through Hampshire Home Choice and once registered applicants are able to bid for properties that they are eligible for. Regarding the number used in calculating the 35% affordable housing number: this will be sought across the whole development based on the number of qualifying homes. For dwellings that are classed as C2 there would not be an affordable housing requirement therefore these would not be included in any calculation once the numbers are known.

*Clerk's note: Use Class C2 is defined as: "Use for the provision of residential accommodation and care to people in need of care (other than a use within a class C3 (dwelling house). Use as a hospital or nursing home. Use as a residential school, college and training centre"*

129.3 Regarding whether the numbers for social housing, shared accommodation and the various other first time buyer / renter schemes have been decided: these are not yet agreed although (Borough) policy is for 65% affordable rent/35% shared ownership (or now possibly First Homes).

129.4 Regarding any other residential schemes run by the Borough Council: for Hatch Farm and Woodside Avenue, the Borough Council owns the land and delivered the housing; for Stoneham, Kestrel Park and Pembers the Borough have formed a partnership with developers and these are developer led schemes. Affordable homes are held within the Borough subsidiary, Aspect.

129.5 The Clerk was requested to return to the Borough and seek more information on the number of dwellings that will be included for the purposes of the 35% affordable housing calculation.

**Action: Clerk**

## **130 Date, time, place and agenda items for next meeting**

130.1 The next scheduled meeting is on Tuesday 9<sup>th</sup> March at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 1<sup>st</sup> March.

## **131 Motion for Confidential Business**

131.1 Proposed Cllr Greenwood, Seconded Cllr Toher, RESOLVED unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

## **132 Reported Breaches of Development Control (Confidential business)**

132.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

*There being no further business, the Chair closed the meeting at 7.17pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Minutes of a Meeting of the Planning Committee  
held online commencing at 7.00pm on 9 March 2021**

**Present:** Cllrs Brown (Chair), Dean, Francis, Mignot and Toher

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

**Public Attendance:** 0 members of the public were present

**PLAN\_2021\_M15/**

**Public Session**

**133 Apologies for Absence**

133.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Moore was not present.

**134 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 23 February 2021**

134.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr Francis noted that she had left a message giving her apologies on the Parish mobile and asked the minutes be amended to reflect that.

134.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** that the minutes of the Planning Committee meeting held on 23 February 2021, as amended in 134.1, be adopted as a true record.

**135 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda**

135.1 There were no matters arising.

**136 Declarations of Interest and Requests for Dispensations**

136.1 There were no declarations or requests.

**137 Consideration of Planning Applications**

137.1 H/21/89784 – 35 St Mary's Road – Loft conversion to provide second floor living accommodation with front rooflights and rear dormer and single storey rear extension – The Committee agreed raise no objection to the application but wished to request a condition of providing parking at the rear of the property for the extra bedroom.

**Action: Clerk**

137.2 No further applications had arrived following the publication of this agenda.

**138 Report on recent planning decisions**

138.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

**139 To consider a report on the Memorial Hall and make recommendations**

139.1 The report on the Memorial Hall had been included in the document pack.

139.2 The Clerk was requested to ascertain what a £2 million loan from the Public Works Loans Board would cost in repayments; how long the pre-application process is likely to take; when would the Parish Council be expected to fully take over the project and what funding would be needed from the start.

**Action: Clerk**

139.3 Proposed Cllr Dean, Seconded Cllr Mignot, **RECOMMENDED** unanimously to recommend that the Parish Council agree to begin the pre-application process.

**140 To receive the Clerk's Report**

140.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

**141 Date, time, place and agenda items for next meeting**

141.1 The next scheduled meeting is on Tuesday 23<sup>rd</sup> March at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 1<sup>st</sup> March.

**142 Motion for Confidential Business**

142.1 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**143 Reported Breaches of Development Control (Confidential business)**

143.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

*There being no further business, the Chair closed the meeting at 7:25pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minutes of a Meeting of the Finance and General Purposes Committee  
held virtually commencing at 7.30pm on 9 March 2021**

**Present:** Cllrs Tidridge (Chair), Dean, Harris (from para 69), Parker-Jones, Thornton, Toher and Winstanley

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

**Public Attendance:** 0 members of the public were present

**FGP\_2021\_M07/**

**63 Apologies for Absence**

63.1 All Cllrs were present.

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

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

64.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 9 February be accepted as a true record.

**65 To consider Matters Arising from the above Minutes**

65.1 The Clerk was asked to clarify whether the person responsible for the Memorial Hall break-in had gone to court.

**Action: Clerk**

**66 Declarations of Interest and Requests for Dispensations**

66.1 There were no declarations or requests.

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

67.1 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. Cllr Toher questioned why the Parish was being charged the full £25,000 for the Y-Zone when it had not been open this year. The Officers were asked to try to find out.

**Action: Officers**

67.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments Reports for February 2021.

**68 To make recommendations on a grant request from Morelands Camping**

68.1 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council grant £800 to Morelands Camping.

*Cllr Harris arrived at this point.*

**69 To make recommendations on a grant request from Eastleigh Youth & Community Trust**

69.1 The Committee asked for clarification over the area covered by the Lunches on Wheels service, and also for more information on the amount left in the grant budget, and how any transfer of funds to cover this grant might affect reserves going forward. The Committee also thought it would be useful to the Trust if they could be provided with more information about other sources of grants. Finally the Committee wished to discuss with the Trust whether it would be possible to publicise their service more in Bishopstoke.

**Action: Officers**

69.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the grant request be considered at Full Council in March once more information has been obtained.

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

70.1 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.

70.2 The Clerk informed the Committee that he had attended a meeting with the Chair and the site reps at Underwood Road to discuss the permitted height of fruit trees. Following this the site reps are going to suggest changes to the tenancy agreement. The Parish Office fire door is now fitted and the process of getting the office ready for reopening has started. The fencing work to the lower side of St Marys Churchyard has now been completed, with the ivy also being removed from the wall and the tree survey has now been completed and sent out to a number of companies for quotes.

**71 Date, time, place and agenda items for next meeting**

71.1 The next meeting is scheduled to be on Tuesday 13<sup>th</sup> April 2021 at 7:30pm online. 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 8:00pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minutes of a Meeting of the Buildings Committee  
held online at 7.00pm on 2 March 2021**

**Present:** Cllrs Winstanley (Chair), Harris and Toher

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

**Public Session** 0 members of the public were present

**BUILD\_2021\_M07/**

**Public Session**

**57 Apologies for Absence**

57.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Dean was not present.

**58 To adopt the minutes of the Buildings Committee meeting held on 2 February 2021**

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

58.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 2 February 2021.

**59 To consider matters arising from the above minutes not covered elsewhere on the agenda**

59.1 There were no matters arising.

**60 Declarations of Interest and Requests for Dispensation**

60.1 There were no declarations or requests.

**61 To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions**

61.1 The RFO noted that the decision on the Memorial Hall roof had been deferred. More contractors have been invited to quote and it is hoped that a reasonable solution can be found. The RFO is also seeking advice on whether the building should be closed pending the roof being repaired or whether it is safe to continue with reopening as government restrictions ease.

61.2 Cllr Harris informed the committee that he had found a price for scaffolding, which at a conservative estimate would come in a £1,000 per week. This may make the shrink-wrap idea that was put forward at Full Council untenable.

61.3 Cllr Toher asked the officers to ensure that both the Borough Council and the Bishopstoke Players were kept abreast of current developments, particularly as the Hall is a polling station.

61.4 The RFO reported that the accounts and invoices were up-to-date ready for the end of year following the Council's decision to switch to a year ending March 31<sup>st</sup> instead of December 31<sup>st</sup>. Finally, the RFO reported that the emergency lights and fire alarms had undergone their annual safety inspection.

**62 To receive a report on Parish-owned buildings, and to make any necessary decisions**

62.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A

**63 To receive a report from Council representatives to other community buildings**

63.1 Cllr Winstanley informed the Committee that the carpet in the main hall at the Bishopstoke Community Centre is being replaced. Cllr Winstanley also thanked the Parish Council on behalf of the Bishopstoke Community Association for the grant it had received in 2020.

**64 To receive the Clerk's report**

64.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix B.

**65 To agree the date and time for the next meeting**

65.1 The next Buildings Committee meeting will take place on Tuesday 6<sup>th</sup> April 2021 at 7:00pm online with agenda items to the Clerk by Monday 29<sup>th</sup> March 2021.

*There being no further business, the Chair closed the meeting at 7:22pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARISH COUNCIL MEETING ON 23 MARCH 2021**  
**MONTHLY STATEMENT OF ACCOUNT February 2021**

Start    **01/02/2021**

End       **28/02/2021**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 16,690.25	£ 522.00	£ 40,000.00	£ 17,075.38		£ 40,136.87
EBC	£ 247,661.37				£ 40,000.00	£ 207,661.37
<b>Total</b>	<b>£ 264,351.62</b>	<b>£ 522.00</b>	<b>£ 40,000.00</b>	<b>£ 17,075.38</b>	<b>£ 40,000.00</b>	<b>£ 247,798.24</b>

Receipts in detail	
Burial Board	£ 60.00
Allotments	£ 462.00
Carnival	
VAT refund	
Insurance	
Misc.	
<b>Total</b>	<b>£ 522.00</b>

VAT	
Previously Claimed	£ 94,375.89
Claimed in February	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Feb 21	£ 131,613.94	£ 230,904.24	£ 4,589.60	£ 553.59	£ 120,000.00	£ 247,661.37
Feb 21					£ 40,000.00	£ 207,661.37

Notes

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BISHOPSTOKE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓			

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04/08/2020

and recorded as minute reference:

FULL-2021-M01/10.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman Susan M. Toher

Clerk J. Wheel

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

www.bishopstokepc.org



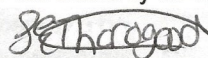
## Section 2 – Accounting Statements 2019/20 for

BISHOPSTOKE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	144,685	158,534	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.  Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	184,464	219,890	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	114,688	61,010	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	67,918	71,126	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	217,384	171,828	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	158,534	196,480	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	129,008	174,551	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	305,114	308,649	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

17/06/20

I confirm that these Accounting Statements were approved by this authority on this date:

04/08/2020

as recorded in minute reference:

Full-2021-M01/11.2

Signed by Chairman of the meeting where the Accounting Statements were approved



### Section 3 – External Auditor Report and Certificate 2019/20

In respect of **BISHOPSTOKE PARISH COUNCIL – HA0027**

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

20/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## REPORT TO BISHOPSTOKE PARISH COUNCIL

23<sup>rd</sup> March 2021

Agenda Item: 11

<b>Report Subject:</b> Bishopstoke Memorial Hall Roof
<b>Report Author:</b> RFO Thorogood and the Clerk
<b>Executive Summary:</b> This report summarises the current advice regarding the roof of the BMH, outlines the possible options and their consequences, and makes recommendations.
<b>Recommendations:</b> <b>The Parish Council is recommended to:</b> <ol style="list-style-type: none"><li>1) Request that Eastleigh Borough Council fund the removal of all asbestos in the Memorial Hall roof, gutters and drains.</li><li>2) Resolve to replace the roof of the Memorial Hall, up to a maximum agreed cost, with funding coming from remaining grant money, remaining earmarked reserves and the Borough Council if necessary.</li></ol>
<b>Notes:</b> <b>Background</b> <p>The running of the Bishopstoke Memorial Hall was taken over by the Council on 1<sup>st</sup> January 2020. Prior to that the Council granted various funds to the Hall to make repairs and to cover emergency expenses. Since then, the Council has undertaken various inspections which have resulted in extensive works, particularly in making the electrics safe.</p> <p>The roof has had to be patched occasionally and the frequency of leaks has increased naturally as the building has aged and the materials deteriorated. Attempts to have the latest leaks patched have led to the discovery of more serious problems and the current situation.</p> <b>Current situation</b> <p>A Building Surveyor has recently visited the site and provided the Council with their expert opinion. In short, the internal ceiling panels visible within the Hall are being impaired by the water coming through the roof and present a significant risk of falling. The advice is that this risk alone means the building should not reopen until the problem is dealt with. Additionally, the surveyor has advised that the condition of the roof itself is such that it may not be safe to attempt repairs on it. A longer summary of the Building Surveyor's opinions is attached.</p>

The building insurer has been approached and has indicated that in the current circumstances it is highly unlikely that the Charity, and ultimately the Council, would be insured in the event of any incident.

The Borough Council has been informed and contingency plans are in place to use the Parish Office for the elections.

### **Previously considered options**

The original plan was to continue patching the roof. This is no longer considered viable as the roof is deteriorating so much that it would likely need a new patch every few weeks. Additionally, the roof is fragile enough that any attempt to place a patch would require the hiring of additional safety equipment as a precaution every time a patch was needed. The costs of this would be prohibitive.

Over-boarding has been investigated. Two different contractors have indicated that they are unable to obtain roof panels that would properly match up to the existing ones, meaning that gaps would inevitably be left. The only viable over-boarding option would be to do the entire roof. There is concern over whether the frame of the building would support the extra weight, and there would be similar safety concerns regarding the fragility of the existing roof as with the patching option. Additionally, the interior of the building would need to be cleared before the work, and vacuumed for asbestos dust afterwards. Again, the costs are likely to be prohibitive, even if the work is possible.

Resin painting has been suggested, although no companies willing to undertake the job have actually been found. There are major problems with this option. First the roof would have to be cleaned using specialist equipment. This suffers the same problems regarding the fragility of the current roof as the other options. Secondly, the use of resin would severely hamper the process of removing the asbestos when the time comes to do that, as the panels will not only be bonded to each other, but also to the screws holding them to the frame.

The Council asked the Officers to investigate “shrink-wrapping” the building. The Building Surveyor estimates the cost of hiring scaffolding for the length of time it would be needed to be around £85,000. It is NOT recommended to proceed with this.

Despite attempts, no further contractors have been found who are willing to undertake any of the above options, meaning that the only available quote for any of these courses of action is the full roof over-boarding quote of around £32,000. This quote does not take into account the possibility that the frame is not capable of supporting the extra weight. It is NOT recommended to proceed with this quote.

### **Current options**

The Council could take the decision that it does not wish to proceed with funding any further repairs to the roof and associated damage. In that situation the Charity would be forced to close the Hall.

The Council could take the decision to fund removing the existing roof, and any other asbestos, and replacing it with a cheap lightweight roof covered in roofing felt to allow the building to stay open until the new Hall is built. This option was first suggested by the Building Surveyor.

Based on the advice from the Building Surveyor, the insurer and the various contractors, it is not believed that there are any other viable options for the Council to consider.

### **Closing the Hall – costs and consequences**

Were the Hall to close, there would still be costs to consider, and potential consequences for both the current hirers and the new Hall.

The roof would still be unsafe and in danger of falling in at any time. This danger would only increase over time as the deterioration due to water gaining entry increased. Once the roof began to collapse there would be a danger of the whole building coming down. The Council would be obliged to act to prevent this, which would mean either fixing the problem, structurally supporting both the roof and the walls, or prematurely demolishing the building.

As long as the building is standing the Charity would potentially have ongoing bills for water and electricity, and the building may need to be heated occasionally to prevent damp and mould spreading. The Charity may also need to consider employing someone to regularly check the building to ensure it is not being used or lived in whilst it is unsafe.

The windows may require metal shutters to prevent them being smashed, and the doors may need to be similarly treated to maintain the security of the building and the safety of anyone trying to enter.

One final consideration is the loss of income from the Hall for the period between closure and any new Hall being constructed. In its current form the Hall takes approximately £10,000 per year, so if it took 3 years before the new Hall could be opened then that would be a loss of £30,000.

Overall, the costs of closing the Hall could easily rise beyond £50,000.

For the hirers the obvious implication is that they would need to find somewhere else to use until such time as a new building became available. Even then there is no guarantee that they would choose to come back at that point. The Bishopstoke Players have indicated that there is nowhere else local they believe they can use without significantly increasing their costs, potentially to the point where they are unable to put on shows. Hirers who have successfully transitioned to other locations may be unwilling to uproot again. It may be that the new Hall has to start from scratch with regard to hirers.

### **Removing the asbestos and replacing the roof – costs and consequences**

The Building Surveyor has noted that the asbestos will have to be removed at some point whatever happens to the building itself. Even if the roof could be safely patched there would come a point when the asbestos is removed before the new Hall can be completed. This is a cost that will have to be paid and is not likely to get cheaper over time.

The Building Surveyor therefore has suggested the Council could choose to have the asbestos removed now.

Knowing that the Hall is planned to be replaced in the next few years a relatively cheap, lightweight roof could be put in place instead. This would mean that once the work is complete the building could re-open.

The cost of removing the asbestos could be funded using money already set aside by the Borough Council, as it is a cost associated with the project that would always have had to have been paid.

The cost of a new roof could be funded in the same way or could be funded by the remaining grant money received due to enforced closure and the remaining earmarked reserve set aside for repairs to the Hall. Currently it is estimated that around £30,000 of existing funding would be available for a new roof without having to take extra money from general reserves.

This would also mean that the Hall would continue to generate income until it is replaced, and the Council would be able to support the local clubs and groups that currently use it, as well as potentially increase the pool of hirers once the various already identified refurbishment jobs are completed.

At the time of writing, full quotes for both the asbestos removal and a replacement roof are yet to be received, although it is hoped that they will be obtained before the Council meeting on the 23<sup>rd</sup> March.

**Reasons for the Recommendations:**

To ensure that the Memorial Hall remains open and is safe to use.

To minimise cost to the Council.

To support local clubs and groups by providing a suitable place for them to continue operating.

**Background Papers:**

Summary of Building Surveyor notes.

Money spent so far on the Memorial Hall.

Sophie Thorogood and David Wheal  
RFO and Clerk to Bishopstoke Parish Council  
17<sup>th</sup> March 2021

## **Summary of Building Surveyor email**

### **Observations**

The roof is covered in asbestos cement sheeting. It is fixed with screws and some domed nails to timber purlins spanning to the main portal frames. The fixings have a metal washer and rubber or similar washer to seal the fixing hole against water entry. As might be expected in a roof of this age, the fixings have corroded and rubber washers have perished. In association with thermal movements in the boards which affect the fixing holes, has patently lead to much of the water penetration. It is a common failing of these roofs and a common remedial action of sealing over leaking fixings has been undertaken over many years. That can be effective but is often of limited life expectancy. Replacing fixings including new washers is the proper repair but is not necessarily straightforward as removal of corroded screws is not guaranteed and gaining access to the roof surface is hazardous and likely to cause more damage.

There were some cracks and areas of patching/sealing where cracking had occurred before.

As would be expected, the roof is heavily affected by moss, particularly to the meadow side, which has a more northerly aspect and is shielded by the close-by trees.

The meadow side gutter was totally choked. The Angler's pub side gutter was less so and lined with a plastic gutter inside the asbestos gutter.

Internal lining to the hall was fibreboard (except where renewed in plasterboard). It was water stained, bowing and to uppermost rows, fixed back with battens. One panel was notably displaced and at risk of falling.

### **Risks**

The roof is fragile and should not accessed without suitable access equipment. You should not be allowing anyone on the roof unless satisfied they are safe.

Water drips could lead to slipping. There was an active drip when we met.

If the fibreboard gets too wet/damp, it could fail and a panel or debris might fall. The battening of upper panels would suggest this risk had been identified in the past.

### **Possible options**

You need to be satisfied there is no risk from the fibreboard which might fail. That might involve netting if feasible or further precautionary battening. I think that having seen the panel that has moved, it does cause me some more concern that I had initially in this respect

Resin coat or similar. This has been discounted on the basis of any cracked sheets being unsuitable for treatment. I would add that the roof would need to be cleaned of all moss etc., and that the water used for that would be potentially contaminated. Treating the roof with such material will impair future removal of the asbestos sheeting, which is preferably done without breaking it. If the sheets are covered in a resin it will bond them together and fully encapsulate fixings limiting scope for removing them to allow removal of sheets undamaged.

Over clad. This would usually be considered for longer term use given the costs. There is risk of fibre release internally although that can be reduced by use of vacuum drills. I cannot help but

think the cost of doing this for perhaps a three year period would be difficult to justify although must be seen in light of what you have invested already bringing up the standards elsewhere.

Scaffold roof. This would rack up costs. if it going to be there for three years. We could get costs from scaffolders quite easily but if we said £10k and 5% hire charge for 3 years (say 150 weeks) that would seem to be around £85k. .

Removing the asbestos sheeting - it needs to go one day and if it could be financed early it would be a saving later - and then sheet the roof in plywood or similar and put a cheap felt roof on that would last three years. I think there is merit in this that would be worth investigating.



## **Hall costs to date**

These costs appear in the Grants – Community Buildings nominal

	<b>2019/20</b>	<b>2020/21</b>	
Electrical Inspection	£ 2,215.00		
Remedial Electrical work	£10,891.88		
Replacement green room lights	£ 480.00		
Emergency Lighting repairs		£ 601.00	
Electrical work for re-opening		£ 1,550.00	
Gas Heater repairs	£ 838.00		
Asbestos Risk Assessment	£ 200.00		
Removal Asbestos Products		£ 520.00	
Legionella Risk Assessment		£ 360.00	
Fire Risk Assessment		£ 125.00	
Contract termination cost		£ 406.13	
Fire extinguisher/alarms servicing		£ 172.90	
Fire extinguisher repairs		£ 117.85	
Shrub clearance		£ 180.00	
Disabled ramps and new fire exit		£ 1,837.67	
Emergency call out for fire alarms		£ 114.50	
Curtain cleaning & fire retardant spraying		£ 1,210.00	
Roof repairs	£ 675.00		
Lock replacements		£ 417.03	
Key cutting	£ 76.30	£ 220.12	
Key safes		£ 102.42	
Cleaning equipment	£ 12.00	£ 82.33	
Foot operated Sanitiser		£ 159.98	
Replacement steps		£ 1,750.10	
Handyman work		£ 2,480.25	
Rubbish clearance		£ 205.00	
Replacement window		£ 400.00	
Deep Cleaning/Fogging		£ 292.00	
Out of hours work to secure building		£ 305.00	
Misc Equipment	£ 26.84	£ 108.15	
New electrical appliances		£ 280.81	
Model documents	£ 60.00		
	<b>£15,475.02</b>	<b>£13,998.24</b>	<b>£29,473.26</b>



## Council Structure and Staff Allocation

### Current Situation

At present there are 10 Full Council meetings per year. There are 11 Finance & General Purposes meetings. There are 11 or 12 Buildings Committee meetings. The Planning Committee meets twice every month, but only once in December. The Planning Committee uniquely meets on the same day as other Committees / Council.

This means that there are 35 days in the year that have Council and / or Committee meetings, with a potential of up to 56 meetings per year.

Additionally, Councillors may be involved in other meetings as follows:

#### Council groups

Cemeteries Working Group	At least once per quarter
Communications & Engagement	At least once per quarter
Human Resources	As required (expectation of quarterly)
Standing Orders	As required (expectation at least July and Sept.)
Travel Tokens	Annually and as required
Climate Change Emergency	As required

#### Other groups

Carnival	As required (approx. 20 per year)
Neighbourhood Plan	As required (approx. quarterly)
YZone Committee	Quarterly
BPC / EBC Liaison Group	Monthly

(It is acknowledged that some of these groups do not currently meet as frequently as they should)

As can be seen from this analysis, Councillors wishing to play a full part in the work of the Parish Council could easily be committed to 70 meetings per year, plus meetings that are Council attended / supported rather than Council run (such as Carnival).

## Context

Since I became Clerk at the beginning of 2016 the Council has added the Buildings Committee, a Policy Committee which is not quorate, and five working groups – Cemeteries; Communications & Engagement; Human Resources; Standing Orders and Climate Change Emergency as well as the Village Trail task and finish group. The Planning Committee also now meets in August. There have been additional suggestions of an Allotments working group too. When I started I was expected to Clerk 42 meetings across 21 Tuesdays with one additional meeting for Travel Tokens. I was also supporting the Carnival group. It is now 56 meetings across 35 days, plus an expected 11 working group meetings, Carnival and the Neighbourhood Plan. If the Policy Committee were functional it would be at least 67 meetings across 46 days, plus all the extras.

As well as the impact on Councillors, almost all of these meetings need to be supported by Council staff – in most cases, the Clerk. Every meeting needs paperwork preparing; advising; minuting and decision actioned. A simple meeting like Travel Tokens can easily take 5 hours of staff time. More complicated meetings can often consume at least 10 hours of staff time to do all of the work involved in that single meeting. Full Council, Buildings and Finance & General Purposes are all supported by multiple staff, meaning that the officer time dedicated to those meetings is increased even further.

As a rough estimate, the current “Council only” groups will use at least 500 hours of the Clerk’s time, 100 hours of the RFO’s time and 20 hours of the Cemetery Officer’s time. That means that more than a quarter of the Clerk’s year is directly involved with meetings. When I started in January 2016, the same calculation shows that around 320 hours of Clerk’s time was used and up to 60 hours of RFO time.

## Council and Committees

An analysis of Full Council agenda shows that aside from standard monthly business and routine annual business (such as approving the audit return) there are on average two additional items of business per meeting. A similar look at Finance & General Purposes shows that on average there are two additional items and one grant request to be considered per meeting. The Buildings Committee routinely has even fewer additional items for consideration. By contrast, the Planning Committee, whilst not often having additional items to consider, rarely has occasion to cancel a meeting due to lack of planning applications.

It is my belief that Bishopstoke Parish Council would function just as well if the Full Council, Finance & General Purposes Committee and Buildings Committee were to meet every other month, instead of every month. Whilst it is tempting to suggest a similar change to the Planning Committee, or that the business of the Planning Committee should be contained within another Committee, I believe this to be a false economy. On the surface it would appear that there are fewer meetings being conducted, but the business of discussing planning applications would still need to happen and there would be more Councillors wanting to speak, and if the Council is to maintain its policy of responding to every planning application within Bishopstoke then it will still need to work within the time limit set by the Planning Authority. This means that the actual time spent in meetings will not decrease, even though the “headline” number of meetings per year would.

Switching to Full Council and Finance & General Purposes meeting in alternate months would reduce the number of meetings from 21 per year to 12. This would save at least 90 hours of the Clerk’s time and around 30 hours of RFO time.

Switching the Buildings Committee to every other month would reduce the number of meetings from 12 to 5 (not meeting in August / December). Transferring responsibility for clerking the meeting to the RFO in light of her role managing the Memorial Hall would save 120 hours of the Clerk’s time and only increase the RFOs time by around 10 hours per year as the RFO is already preparing reports for the meetings and attending them. The overall saving would be around 110 hours per year of officer time.

These changes would between them free up at least 210 hours of the Clerk’s time as well as reducing the RFO’s commitment by around 20 hours (a reduced commitment to Full Council / F&GP vs an increased commitment to Buildings). However, they do not address the problem of the increased number of working groups or the problem of some areas of Council business not being the specific responsibility of anyone and so falling to Full Council or F&GP by default.

The Buildings Committee has already requested it be given responsibility for play areas, allotments and CCTV. Other major Parish Council responsibilities currently not assigned to specific committees or working groups include open spaces, trees, street furniture and Council policies.

There are two slightly different options presented for a new Council structure. These are detailed in Appendix A. I estimate the increase in workload to the Cemeteries Officer, who would continue to clerk for the Committee to be around 30 hours per year.

The Planning Committee would remain unchanged.

## Working Groups

In order to further simplify the Council structure and reduce the number of potential meetings I have a number of additional recommendations:

The Human Resources working group is already composed of the Chair, Vice Chair and Committee Chairs. As these are the senior figures in the Council I propose that the group assume the responsibility for looking at the Council's Standing Orders each year. Quarterly "mini appraisals" would also be implemented, giving a more useful structure to the Council's appraisals process. This group should also become a Committee, perhaps more appropriately name the "Senior Team or Leadership" Committee.

As the Travel Tokens working group only meets once per year, and only then to update its Terms of Reference and Policy if needed, as well as recommend the budget request for Tokens for the coming year, I recommend that the Travel Tokens group be dissolved, with its responsibilities passing to either Finance & General Purposes or Full Council. This would also mean that the pool of Cllrs available to visit potential Travel Token recipients would be greatly increased. All members (except Vice Chair) would be expected to contribute short updates on the Committees / Council they chair for the newsletter.

The Communications & Engagement working group would continue in its present form. Meetings would be shifted to follow the newsletter cycle, so would be every 3 or four months depending on how many newsletters per year the Council wishes to produce. The group would have oversight of Facebook and the website, plus any other social media or regular communications issued by the Council.

The Climate Change Emergency group and the Village Trail group are both expected to be dissolved once their work is complete and so there is no need to comment further.

Groups that are not run by the Council but are supported by the Council (such as the Carnival) or attended by Councillors and Officers (such as the YZone Committee) would continue as they are now.

All Committees / Working Groups would make recommendations on policies relevant to their responsibilities, to then be discussed at Full Council. Where no Committee has relevant responsibility the policy / procedure would go directly to Full Council for discussion and debate. The Policy Committee would be removed.

## **Summary**

Each proposed structure simplifies the workings of the Parish Council, ensures every area of Council responsibility has a designated group of Councillors with oversight of that area, vastly reduces the number of potential meetings Councillors may need to attend throughout the year and claws back over 200 hours of officer time from meetings each year.

It also eliminates a number of Working Groups by including their responsibilities in other groups or Committees.

It allows for the development and progression of officers other than the Clerk by giving them responsibility for clerking full Committees in their own right.

## Notes

Assumptions made:

Full Council / F&GP / Buildings take at least 10 hours per meeting on average to prepare for, attend, minute and action.

Planning and Working Groups take at least 5 hours per meeting on average to prepare for, attend, minute and action.

RFO work for F&GP is 2 hours for reports plus 1.5 hours to attend.

RFO work for Full Council is 1 hour for reports plus 1.5 to attend.

RFO work for Buildings is 2 hours for reports plus 1.5 hours to attend.

	Current structure			Proposed Structure		
<b>Clerk time</b>						
	Meetings	Hours	Total	Meetings	Hours	Total
Full Council	10	10	100 hours	6	10	60 hours
F&GP	11	10	110 hours	6	10	60 hours
Buildings	12	10	120 hours	0	10	0 hours
Planning	23	5	115 hours	23	5	115 hours
H R	4	5	20 hours	4	5	20 hours
Comms	4	5	20 hours	0	0	0 hours
Stand. Orders	2	5	10 hours	0	0	0 hours
Travel Tokens	1	5	5 hours	0	0	0 hours
Total	67		500 hours	39		255 hours
<b>RFO time</b>						
	Meetings	Hours	Total	Meetings	Hours	Total
Full Council	10	2.5	25 hours	6	2.5	15 hours
F&GP	11	3.5	38.5 hours	6	3.5	21 hours
Buildings	12	3.5	42 hours	5	10	50 hours
Total	33		105.5 hours	18		86 hours
<b>Cemeteries Officer time</b>						
	Meetings	Hours	Total	Meetings	Hours	Total
Cemeteries	4	5	20 hours	5	10	50 hours
Total	4		20 hours	5		50 hours
<b>Total Officer time</b>			<b>625.5 hours</b>			<b>401 hours</b>

Clerk regains 245 hours per year

RFO regains 9.5 hours per year

Cemeteries Officer uses an extra 30 hours per year.

## Appendix A – Proposed Structures

### Structure 1

Full Council (Clerk) – 2<sup>nd</sup> Tuesday every other month (May, July, Sept, Nov, Jan, Mar)

Oversight of all other groups; Travel Tokens; Policy

Finance (Clerk) – 2<sup>nd</sup> Tuesday every other month (June, Aug, Oct, Dec, Feb, Apr)

Budget monitoring; Payments; Grants; Draft Budget; Financial Regulations; Audit process; Consultations

Infrastructure (RFO) – 4<sup>th</sup> Tuesday every other month, not inc Aug and Dec (May, July, Oct, Jan, Mar)

Allotments; Fencing; Play Areas; Street Furniture; CCTV Kit

Open Spaces – (Cemeteries Officer) – 4<sup>th</sup> Tuesday every other month, not inc. Aug and Dec (June, Sept, Nov, Feb, Apr)

Cemeteries; Closed Churchyards; Open Spaces; Trees

Planning (Clerk) – every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, (not 4<sup>th</sup> Tuesday in Dec)

Planning applications; Planning consultations; Traffic Regulation Orders; Road names; local development

Leadership Committee (Clerk) – 1<sup>st</sup> Tuesday every quarter (July, Oct, Jan, Apr)

Staff management; Appraisals; Pay Recommendations; Standing Orders; Code of Conduct

Communications & Engagement (RFO) – Every 4 months / quarterly depending on the newsletter cycle

Newsletter; Website; Facebook; Other social media; Other regular communications

This assumes that the Climate Change Emergency Group and the Village Trail Group are both done with their work and disbanded at the point this new structure begins.

Other opportunities for Councillors currently include the Carnival Group and the Neighbourhood Plan, as well as the individual responsibilities assigned at the May meeting.

The Chair / Vice Chair will also be expected to attend the Parish / Borough Liaison Meeting every month, with the Chair also attending the quarterly YZone Management Committee meetings.



## **Structure 2**

Full Council (Clerk) – 2<sup>nd</sup> Tuesday every other month (May, July, Sept, Nov, Jan, Mar)

Oversight of all other groups; Travel Tokens; Policy

Finance (Clerk) – 2<sup>nd</sup> Tuesday every other month (June, Aug, Oct, Dec, Feb, Apr)

Budget monitoring; Payments; Grants; Draft Budget; Financial Regulations; Audit process; Consultations

Infrastructure (RFO) – 4<sup>th</sup> Tuesday every other month, not inc Aug and Dec (May, July, Oct, Jan, Mar)

Buildings (inc. those located in open spaces); Eqpt; Fencing; Play Eqpt; Street Furniture; CCTV Kit

Open Spaces (Cemeteries Officer) – 4<sup>th</sup> Tuesday every other month, not inc. Aug and Dec (June, Sept, Nov, Feb, Apr)

Cemeteries; Closed Churchyards; Allotment grounds; Open Spaces; Trees

Planning (Clerk) – every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, (not 4<sup>th</sup> Tuesday in Dec)

Planning applications; Planning consultations; Traffic Regulation Orders; Road names; local development

Leadership Committee (Clerk) – 1<sup>st</sup> Tuesday every quarter (July, Oct, Jan, Apr)

Staff management; Appraisals; Pay Recommendations; Standing Orders; Code of Conduct

Communications & Engagement (RFO) – Every 4 months / quarterly depending on the newsletter cycle

Newsletter; Website; Facebook; Other social media; Other regular communications

This assumes that the Climate Change Emergency Group and the Village Trail Group are both done with their work and disbanded at the point this new structure begins.

Other opportunities for Councillors currently include the Carnival Group and the Neighbourhood Plan, as well as the individual responsibilities assigned at the May meeting.

The Chair / Vice Chair will also be expected to attend the Parish / Borough Liaison Meeting every month, with the Chair also attending the quarterly YZone Management Committee meetings.



## Decisions over the future structure of the Council

I am aware that in both of the suggestions that have been put forward (by Cllrs Dean and Tidridge) there is a thought that an outside body could be involved in, or even be responsible for, the review of Council structure and practices. There is also the thought that this would be presented as something for the new Council, elected in May, to decide upon.

I will address these two ideas separately.

The appointment of an outside person or body would inevitably lengthen the process. Before any such appointment could be made, officers would need to spend time fully detailing what is being sought from the appointee; investigating who might provide such a service; obtaining and comparing quotes and providing recommendations for the Council to choose between. Even after the appointment there would need to be a series of discussions between the appointee and both Councillors and officers for there to be a good enough understanding of the work and priorities of the Parish Council before the appointee could even consider creating new structures for the Council to work to.

There is no guarantee that any proposed structure or priorities that come from an outside review would fully suit the needs of the Council. There is also the certainty that over time the priorities of the Council would change, as is appropriate, and so the new structure would gradually become even less appropriate. It would need to be modified, in much the same way as councils up and down the country already modify their own structure.

There is also no budget in either the current financial year or in 2021-22 that could pay for the cost of outside consultants. The costs could easily amount to several thousand pounds and this money would have to be taken from other areas that already have planned spending, or from the reserves, which are already forecast to be low over the next few years. There seems little point in doing either of those things when the review could, and should, be completed by the Parish Council itself.

Bishopstoke Parish Council has created or amended several committees and working groups over the past five years, all agreed by the Council, and most proposed by Councillors. That is the normal process undertaken by councils. What is undoubtedly true is that Bishopstoke Parish Council now has a bloated committee and working group structure. This leads to officers being tied up in preparing for or following up all the various meetings that take place. Hundreds of hours of officer time are spent each year on these extra, and potentially

unnecessary, meetings. Other work takes longer, or does not get completed, because of the time spent involving meetings.

It is therefore right that the Council structure be reviewed.

The people that have to prepare for, advise, minute and action every single meeting are the Council Officers. The people that have to sign up to be on committees and working groups, read the paperwork and attend the meetings are the Councillors themselves. When I took over as Clerk in 2016 there was 1 Council, 2 Committees and a working group. Someone wanting to play a full part in council life would be committed for 21 Tuesday evenings, plus one travel token meeting (43 meetings in total), with Carnival as an optional extra. Currently there is 1 Council, 3 functional Committees, 7 working groups plus Carnival and Neighbourhood Plan as extras. A full council life now needs 35 Tuesday evenings, plus at least another 15 meetings for the various working groups. It is now possible to be committed to over 100 meetings each year as a parish councillor.

Councils regularly restructure themselves – Colden Common have recently undergone a similar exercise – and it is definitely time that Bishopstoke looks at its structure. The best people to do that are the councillors and officers. Councillors have experienced the changes in structure and number of meetings for themselves over the past five years and are in touch with the priorities of the residents of Bishopstoke thanks to their work in the community. The officers know how much time goes into each meeting and what is involved in each area of Council business and so are best placed to advise on what sits well with other things and what does not.

With regard to when the decisions are taken, I am aware that it is tempting to say that as this change will only impact the new council in May it should be for *that* Council to decide upon. I believe this temptation should be resisted. If the decision were to be delayed until the next Council sits then this would create two fundamental problems. First the new Council would be asked to make a choice on Council structure when some of them will not have any experience with the structure that is currently in place. Second, if this choice is not the first order of business at the annual meeting then the Council will appoint members to all the current committees and working groups, and then a few months later potentially consider changing the structure, with all the upheaval that brings.

It makes the most sense to start the new council year with the new structure in place, and it also makes the most sense for the people with the experience in being part of that structure to be the ones to decide how it changes. The new council would, of course, be able to make any changes it saw fit to according to the priorities of the new Councillors, just as the Councillors elected in 2016 have added committees and working groups to the council structure over the past 5 years.

For these reasons I believe that the current council should come to a decision on a new structure to be in place by the time of the elections in May.

Agenda item for full council meeting Tuesday 23<sup>rd</sup> February

**It is recommended that a comprehensive review of all Parish Council committees, working groups and its broader functions and responsibilities be carried out to enable the 2021/22 incoming council to consider how it best wishes to conduct its business.**

I am proposing this recommendation in light of the recommendation being put forward by the Buildings Committee, to increase its responsibility, beyond that of just buildings.

**My thoughts are:-**

- Buildings committee is seeking to take on additional areas of responsibility, such as: play areas, allotments, and CCTV, which are not buildings.
- The responsibilities of Finance and General Purpose (F&GP) will be significantly reduced, in effect to only finance and grants and therefore loses its general purpose. Should therefore, F&GP merge with Human Resources to simply become Resources committee?
- If the GP aspects are to simply merge with buildings and it becomes Assets, should it not also include Cemeteries?
- Surely CCTV should be considered by full council.
- With the future rebuilding of the Memorial Hall, the responsibilities of the Buildings Committee (if expanded) may become too onerous for one group. Perhaps this could be a separate working group (task and finish) so that hirers and EBC could have input.
- Would Allotments be more effective as a working group to allow the allotment holders to have a say (after all they are more expert in this field).

These are just a few points for consideration and I'm sure there are many more ideas and suggestions from other councillors.

So now seems to be the ideal time to review what the council does, what the council wants to do going forward and even what the council might wish to stop doing. To ensure that this does not create unnecessary pressure upon the Council's staff maybe the services of an independent consultant could be employed. If this review is done in a timely fashion a proposed new structure could be recommended to the new council in May 2021.



# Bishopstoke Parish Council

## Responses to Cllr Dean's thoughts

With regard to the Buildings Committee increasing its areas of responsibility, this is not unusual. As a Council shifts its priorities, or wishes to increase or decrease the focus on a particular area, then new Committees or Working Groups may be created, others may be disbanded, and others may have their responsibilities changed. Examples of this can be found within the current Council, which decided to add a new working group for the Cemetery (and closed churchyards), and amend the Social Media Working Group. The CWG took areas of responsibility from the Finance & General Purposes Committee to form a brand-new group, and the Social Media group went from just social media policy, Facebook and twitter, to a Communications & Engagement group responsible for communications policy, newsletters, noticeboards, the website, Facebook, other social media and surveys, which had all been the responsibility of either F&GP or Full Council until that point.

The responsibilities of Finance & General Purposes will not be significantly reduced in terms of their workload, as there are very few items related to play areas or allotments that appear on the F&GP agenda. The purpose of specifying a committee for the oversight of these areas is to allow more Councillor input into an area that does not have named oversight currently. The question of whether the functions of Human Resources should be assumed by F&GP is one that can be looked at further, although standard practice is to have a Finance Committee looking at all financial elements of Council business, and a Human Resources Committee looking at the human elements of Council business.

Not all the "General Purposes" responsibilities of F&GP are proposed to be transferred to the Buildings Committee. There remain a number of unallocated areas of Council business which would currently sit by default within the F&GP umbrella. The proposed restructure looks at each of those and tries to determine the most suitable place for them going forward. However, if the review does lead to the Finance Committee solely looking at the Finance aspects of Council business this is not necessarily a bad thing and is common throughout other parish councils.

CCTV has been discussed many times in various groups. I would simply note here that there is NO proposal to move responsibility for any major decision relating to CCTV away from Full Council. The proposal from Buildings recommends only that the Buildings Committee assume responsibility for the "maintenance and operation of existing CCTV equipment within existing Council policy" and will make RECOMMENDATIONS ONLY with regard to the purchase of new equipment and the siting of equipment". In other words, the Buildings Committee may think it wise to place CCTV equipment at an allotment for a period

of time, in which case it would consider it, vote on it, and if agreed would then recommend that Full Council approve it. Full Council would be the body that makes all final decisions on purchase, placement and policy with regard to any and all CCTV equipment. In the proposed restructure the "Infrastructure" Committee would look after any CCTV kit whereas Full Council would have responsibility for decisions on policy, purchase and deployment.

With regard to the future Memorial Hall there is a currently unknowable amount of extra work that will be needed. Whilst it is true to say that this may be too much to add to a single Committee's workload, it would therefore be true to say that it could be too much to add to ANY Committee's or even Full Council's workload. A Working Group / Task and Finish Group may well be the answer to that, but that is something that should only be decided closer to the time when there is a better idea of what work may be involved.

An allotments working group has been proposed many times before. Every single time it has come up against two major problems: 1) no councillor (not even the ones suggesting the group) has ever volunteered to be on such a group and 2) the site reps have repeatedly indicated they do not wish to be part of such a group. Indeed, the site reps have declined opportunities for more regular meetings with Council Officers, preferring instead to communicate on an "as needed" basis. Indeed, the creation of such a group would only serve to make worse the current problem of too many meetings taking up too much Officer and Councillor time. The current review seeks to address this and free up time by streamlining the structure and ensuring that more work can be done with fewer meetings.

I would also note that employing an independent consultant would only serve to lengthen the process of any review, would cost officer time researching who could supply such a service, having meetings with each of the consultants or firms, obtaining quotes and then bringing them before Council for consideration before they can go start their work. This work would inevitably cost more officer time as the Clerk in particular would need to spend some time with the consultant detailing the current work done by the Council and the current structure. Other officers would be drawn into this conversation as well. Finally, there is no fund in the current budget, or in the agreed budget for 2021-22 to pay such a consultant, and the Council's budget forecast already has the reserves dropping to well below their ideal level within the next 2-3 years.

# Do the Numbers Limited

5<sup>th</sup> March 2021

David Wheal, Clerk  
Bishopstoke Parish Council  
Parish Office, Riverside  
Bishopstoke, SO50 6LQ

Dear David,

## Subject: Review of matters arising from interim Internal Audit for 31 March 2021

Please find below a summary of the matters arising from my visit to the office yesterday. I found the records and systems of the council to be in excellent order.

Control area	Issue	Recommended Action
Bank and deposit accounts	At present the current account is with the Co op and reserves are held on deposit with EBC. There have been known issues with the bank and EBC do not have FSCS cover although the interest rate is competitive.	The council has been looking at alternative providers and might want to consider sector specialists such as <a href="#">CCLA</a> and to look at the providers used by Town Councils to find those who understand the needs of the sector.
Earmarked and general reserves	The overall reserves of the council are quite high, but the unavoidable costs of supporting the Memorial Hall charity mean that the general reserve is within expectations.	In advance of the year end, please ensure that a clear minute of earmarked reserves is made.
Climate change and sustainability	The council has declared a climate emergency but it is unclear what actions have been agreed.	Members and officers may find the ideas <a href="#">here</a> of use to create benefit for residents.
Website updates	The officers are making significant progress in updating and populating the website with the required information.	It may be beneficial to include the date of approval of policies and terms of reference so that members and stakeholders can track changes.
Memorial Hall	The council has taken over the trusteeship of the Memorial Hall charity and is looking at options.	Grant funding is available to charities, but councils also have the option of <a href="#">PWLB loans</a> to allow projects to go ahead.
Deferred decisions	It appears that on certain occasions, the council has deferred decisions for a perceived lack of information.	It may be worth officers amending the agenda paper template to include the legal basis for each decision as well as the financial implications. This will allow faster and more effective decision making by members.

I will return after the year end to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

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Director: Eleanor S Greene

## Response to interim Internal Audit report – March 2021

Control area	Issue	Recommended Action	Proposed Council Action
Bank and deposit accounts	At present the current account is with the Co op and reserves are held on deposit with EBC. There have been known issues with the bank and EBC do not have FSCS cover although the interest rate is competitive.	The council has been looking at alternative providers and might want to consider sector specialists such as <a href="#">CCLA</a> and to look at the providers used by Town Councils to find those who understand the needs of the sector.	Continue with review of banking options, including recommendations from auditor.
Earmarked and general reserves	The overall reserves of the council are quite high, but the unavoidable costs of supporting the Memorial Hall charity mean that the general reserve is within expectations.	In advance of the year end, please ensure that a clear minute of earmarked reserves is made.	This is item 14 on the agenda for 23 <sup>rd</sup> March.
Climate change and sustainability	The council has declared a climate emergency but it is unclear what actions have been agreed.	Members and officers may find the ideas <a href="#">here</a> of use to create benefit for residents.	Climate change group to submit report on potential actions before April 30 <sup>th</sup> .
Website updates	The officers are making significant progress in updating and populating the website with the required information.	It may be beneficial to include the date of approval of policies and terms of reference so that members and stakeholders can track changes.	Work to continue adding to website, including recommendations from auditor.



Memorial Hall	The council has taken over the trusteeship of the Memorial Hall charity and is looking at options.	Grant funding is available to charities, but councils also have the option of <a href="#">PWLB loans</a> to allow projects to go ahead.	All funding options to be considered by RFO within 3 months to give Council options.
Deferred decisions	It appears that on certain occasions, the council has deferred decisions for a perceived lack of information.	It may be worth officers amending the agenda paper template to include the legal basis for each decision as well as the financial implications. This will allow faster and more effective decision making by members.	Clerk to investigate amending the agenda as described.

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Full Council)

23<sup>rd</sup> March 2021  
Agenda Item: 14

**Report Subject: To approve the revised arrangements for earmarked reserves**

At the start of 2020/21, the Council approved the following reserves:

	<b>Total</b>
Earmarked Reserves:	
BMH Grant for work	£ 40,000.00
Tree Survey & Associated work	£ 10,000.00
Defibrillators	£ 5,000.00
Covid-19 hardship grant fund	£ 3,000.00
	£ 58,000.00
General Reserves:	£ 138,480.42
<b>Total Reserves at 31/03/2020</b>	<b>£ 196,480.42</b>

During the 2020/21 financial year to date, there have been £13,998.24 of costs against the BMH earmarked reserve, and the full £3,000 hardship grant was used against the vouchers purchased for free school meal children at the 2 Bishopstoke schools.

Based on current information, the Council is forecasting for the 2020/21 financial year:

Income of	£262,901
Expenditure of	£264,825
Deficit	(£1,924)
Total Reserves to be carried forward -	£194,556

Covid-19 has resulted in many projects not being completed, these projects were budgeted in 2020/21 and it is recommended to earmark certain projects within the reserves to be carried forward into 2021/22 financial year.

Therefore, the officers are recommending the following ear-marked reserves

BMH Grant for work	£ 100,000.00
Tree work from surveys	£ 10,000.00
Defibrillators	£ 7,000.00
Burial Grounds (Cemetery/St Mary's/Old St Mary's)	£ 15,000.00
Street furniture (Benches and Bins)	£ 6,000.00
Noticeboard	£ 1,500.00
<b>Total recommended earmarked reserves</b>	<b>£ 139,500.00</b>

This would leave forecasted amount of £62,556 in general reserves, which is more in line with the internal auditor's recommended limits.

Bishopstoke Parish Council is expected to follow the rules laid out in the Practitioners' Guide, as well as any financial legislation and the financial regulations that the Council has approved internally. The suggested limit for general reserves is "between 3 and 12 months of precept" with an expectation that Council with a budget of over £200,000 are much closer to 3 months than 12. The Council policy currently is to aim for reserves to be between 25% and 40% of income.

With an expected precept of £231,399.37 for the year 2021-22 this would mean that the general reserves on 31<sup>st</sup> March 2021 should be between £57k and £92k.

The internal auditor has confirmed that it would be perfectly appropriate for the Council to remove funding from earmarked reserves at a later date should the need arise.

## **APPLICATION FOR GRANT AID**

1.	Name of Organisation	Eastleigh Youth and Community Trust
7.	Objectives and Member Criteria	Our core vision is to bridge the gap between generations and communities within Eastleigh. We provide a community centre for local people and business to hire, and from this facility we also deliver inclusive activities focused on children, young people, people with disabilities, older people, and families.  We do not have a 'membership', we are open to all.
8.	Total Membership Proportion in BStoke	We support more than 5000 Eastleigh Borough residents to thrive each year. Those we support come from across the borough including Bishopstoke but we do not record specific numbers for parishes.
9.	Total Grant	£2,000
10.	Grant Purpose	If successful, the grant will be used to support our Lunch Club on Wheels project to provide hot and healthy homecooked, and ready to eat meals, delivered to individuals and families experiencing financial hardship, or the inability to prepare meals for themselves due to medical conditions or disabilities. The grant will be used to purchase ingredients, provide volunteer expenses and project expenses including packaging and PPE.
11.	Estimated income of organisation	£206,960
12.	Estimated expenditure of organisation	£200,913
13.	Other funding	£5450 donation from Dutton Gregory Solicitors

Following a request from the Clerk for more information about which areas of the Borough are covered by the project, subsequent additional information has been provided:

“Our charity supports people across the Borough but our Lunch Club on Wheels project delivers in Eastleigh Town and surrounding areas including Bishopstoke.

Thank you for the suggestion to go to our County Councillor. Wayne Irish is our CC and is also on our Board of Trustees and informed me that because of the conflict of interest that he was not able to support our charity with a grant. I challenged this last month and was then told that I could apply to Wayne and that another councillor could consider my application. After finding this out I managed to get an application in before the end of February deadline, however I received an email this week that we have not been awarded a County Councillor grant. Wayne informs me he passed our application onto a colleague, but they didn't receive the application, so the application automatically got rejected.

The project will end over Easter as we come out of lockdown, but please feel free to share our press release and information: <https://www.blackbirdcafe.org>”

## Full Council

### Item 17 – Annual meeting and subsequent meetings

Current advice from HALC and NALC is that the government is not planning to extend or amend any legislation regarding Council meetings. This means that the provision allowing virtual meetings will end on May 7<sup>th</sup>. However, at that point the country will still be under restrictions limiting indoor meetings and this will impact the Council's Annual meeting in May, as well as Committee meetings in June.

It is a legal requirement for the Council to meet in public within 14 days of the election. Taking likely social distancing rules into account this will not be possible in the Parish Office. The Clerk has begun looking for an alternative venue.

It is the advice of the Clerk that the Council also limit the business to be conducted whilst restrictions are in place. It is currently expected that restrictions will be fully lifted on June 21<sup>st</sup>, meaning that the second planned meeting of the Full Council, scheduled for June 22<sup>nd</sup>, could take place as normal within the Parish Office.

The only Parish business that is legally required to be conducted at the annual meeting is the election of a chair. Should the Council wish to retain the General Power of Competence then this will need to be done too. It would also seem little extra effort to elect a vice chair.

Any planning applications considered urgent can be responded to by the Clerk after consultation with Councillors by email.

It is recommended that all other business usually conducted at the annual meeting, such as the appointment to various committees and working groups etc, be postponed until the June 22<sup>nd</sup> meeting. It is also recommended that any Committee or Working Group meetings planned in June be cancelled.

The following resolution would allow the Council to meet its obligations under the Local Government Act whilst still complying with expected restrictions that may well be in place as we come out of lockdown:

**RESOLVED: That, unless legislation permits virtual meetings to continue, Bishopstoke Parish Council hold its annual meeting on 18<sup>th</sup> May at 7:30pm at a venue to be determined, the business limited to election of a chair and vice chair, as well as the adoption of the General Power of Competence, and that no Committee or Working Group meetings take place until after the Full Council meeting on June 22<sup>nd</sup>.**

## **Full Council - Clerk's report 23 March 2021**

### **Clerk's Report**

#### **Actions from previous meetings**

**FULL\_2021\_M06/94.2** Regarding restructuring the Council

The Clerk sent out the documents detailing the proposed restructure on Feb 24<sup>th</sup>. At the time of writing there have been no further submissions from Cllrs.

**FULL\_2021\_M06/94.4** Regarding the Y Zone

As requested, the Clerk has included discussion of the Y Zone on the agenda for March 23<sup>rd</sup>.

**FULL\_2021\_M06/105.2** Regarding the Freedom of Information Policy

The FOI policy has been amended to refer to "retained EU obligations" rather than EU law.

**FULL\_2021\_M06/107.2** Regarding the Financial Systems Risk Assessment

As requested, the Clerk has amended the document to refer to "million" in a consistent fashion.

**FULL\_2021\_M06/108.4** Regarding the Bishopstoke Memorial Hall

Work continued on determining the best course of action for the Memorial Hall and this has been presented at this meeting.

#### **Other Items**

At the time of writing there are no other items to report.