

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 April 2015

**Present:** Cllrs Cossey (Chairman), Harris, Toher and Winstanley; Cllr Parkinson-MacLachlan in attendance

**In Attendance:** Mr P J Storey (Clerk to the Parish Council)  
Mrs C Taylor (Assistant Clerk)

### Public Session

Two members of the public were present.

#### 45. Apologies

45.1 Cllr Lyon.

#### 46. To Agree the Minutes of the Meeting on 10 March 2015

46.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the meeting held on 10 March 2015 be accepted as a true record.

#### 47. Matters Arising from the above Minutes

47.1 There were no matters arising not dealt with elsewhere in these minutes.

#### 48. Declarations of Interest and requests for Dispensations

48.1 Cllr Toher declared an interest in Item 6 non-confidential payments (Grant payment to Age Concern)

#### 49. Carnival Working Group's report

49.1 The Assistant Clerk reported that planning was progressing for this year's Carnival and two new volunteers had joined the Carnival Working Group. The internal auditor was still awaiting sight of the outstanding bank statements from Cllr Brown before he could sign off the final accounts for the now defunct Carnival Group. The next meeting was scheduled for 20 April 2015.

#### 50. RFO's Report, Budget Monitoring and Payments

50.1 A budget monitoring report had been circulated with the agenda papers and was noted.

50.2 The Clerk was pleased to report that the internal audit for the financial year 2014 – 15 had been completed and no observations had been raised. The Annual Return and Balance Sheet for that year would be tabled for adoption at the next meeting.

50.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** with Cllr Toher abstaining (Interest) that the non-confidential payments tabled for March 2015 and invoices received to date be noted.

#### 51. Statement of Internal Control

51.1 A Statement of Internal Control for the year ended 31 March 2015 had been circulated with the agenda papers for adoption. A copy is attached to these minutes.

51.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Statement of Internal Control for the year ended 31 March 2015 be adopted.

## **52. Asset Management Report**

52.1 Cemetery and Churchyards. A total of 20 interments had taken place in the last financial year.

52.2 Allotments. Nothing to report.

52.3 Play areas. Major repairs to the rotting wooden fencing base had now been completed at the Templecombe Road play area and a damaged basket swing replaced at Otter Close. Replacement parts for the NEOS apparatus were still awaited.

## **53. Consideration of proposed traffic order for Fair Oak Road/Alan Drayton Way**

53.1 A proposal had gone out for public consultation regarding a standard 30mph speed limit along the length of Fair Oak Road, Bishopstoke Road and Alan Drayton Way which, as minuted previously, had Council's support.

## **54. Neighbourhood Plan**

54.1 Preparatory work had started on the Neighbourhood Planning and a meeting with the EBC Planners was being sought. A public questionnaire would be tabled at the next meeting for adoption.

**Action: Clerk**

## **55. Clerk's report**

55.1 Brookfield litter bins clearance. The EBC quote for emptying the three litter bins on Brookfield was still awaited.

55.2 LAG meeting. The Clerk had attended the monthly Local Action Group committee meeting at which the falling levels of crime had been noted but the on-going amount of anti-social behaviour still gave rise for concern.

55.3 Riverside clock. The repair company was attending to the malfunctioning Riverside clock the following day.

## **56. Date, time and place of next meeting**

56.1 The next meeting will be on Tuesday 9 June 2015 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

## **57. Motion for Confidential Business**

57.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

## **58. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for March 2015 (Confidential Business)**

58.1 Members noted the report tabled by the RFO which is attached to these minutes.

58.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the March 2015 staff payments be noted as tabled.

*There being no further business, the Chairman closed the Meeting at 7.50*

### **Resolutions to be noted by the Full Parish Council**

- 46.1 that the minutes of the meeting held on 10 March 2015 be accepted as a true record.
- 50.3 that the non-confidential payments tabled for March 2015 and invoices received to date be noted.
- 57.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 58.2 that the March 2015 staff payments be noted as tabled.

### **Recommendations for consideration by the Full Parish Council**

- 51.2 that the Statement of Internal Control for the year ended 31 March 2015 be adopted.

#### **Payments in March 2015 in excess of £500 published in accordance with the Government's transparency directive**

Staff	Salaries and expenses	1735.16
HMRC	Tax/NIC	624.66
HCC	LGPS	517.88
HALC	Training courses	750.00
Vitaplay Ltd	Otter Close trampoline	8644.80
Green Smile Ltd	Grounds maintenance	3246.53
J Bruno Construction Ltd	Play equipment repairs	1489.20
Age Concern Bishopstoke	Grant	1000.00
Vitaplay Ltd	Sayers Road swing & repairs	2322.00