

**Minutes of a Meeting of the Finance and General Purposes Committee  
held in the Parish Office, Riverside, Bishopstoke  
commencing at 7.30pm on 11 February 2020**

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

**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 was present

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**103 Apologies for Absence**

103.1 Apologies had been received and were accepted from Cllrs Thornton and Winstanley.

**104 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 14 January 2020**

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

104.2 Cllr Parker-Jones requested that in Minute 100.2 regarding her comments on granting running costs the word “unhappy” be replaced with the word “concerned”.

104.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 14 January 2020, as amended, be accepted as a true record.

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

105.1 There were no matters arising.

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

106.1 Cllr Toher declared an interest in Item 9 on the agenda (Minute 111) as her father is named on the memorial. It was agreed that there was no reason for Cllr Toher to not take part in the discussion.

**107 To receive the RFO’s Report, and approve Budget Monitoring and Payments Reports for January 2020**

107.1 The Budget Monitoring and Payments reports for January 2020 had been circulated with the supporting documents for this meeting.

107.2 The RFO reported that significant items this month were payments for the electrical safety inspection of the Bishopstoke Memorial Hall and replacement lighting in the green room, servicing and repairs to the machinery at Underwood Road, and repairs to the chain link fence at the cemetery. The Council received notification today that Southern Water have replaced the water meter to the Cemetery and moved it to a more secure location in the footpath, and have also confirmed that there is a leak. The RFO reported that she has spoken to the insurance company numerous times for an update

on the bus shelter claim. This is now being looked at more urgently by the insurer, who we believe will recommend going with the narrower bus shelter at some point in the next few days.

107.3 The RFO was requested to contract a plumber to find the leak at the Cemetery and also contact Hampshire County Council to inform them of the change in location of the meter in light of expected highways work nearby.

**Action: RFO**

107.4 Cllr Toher asked when the insurance is next due for renewal. The Clerk informed the Committee that the renewal date is in November but that we are currently in a three-year deal. The RFO was asked to determine whether there is anything in the terms and conditions that states claims will be dealt with promptly.

**Action: RFO**

107.5 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for January 2020.

## **108 To recommend approval of the Financial Systems Risk Assessment for 2019-20**

108.1 The Clerk noted the amendments made to the Financial Systems Risk Assessment in light of the takeover of the Memorial Hall and the Internal Auditor's report.

108.2 The Committee asked the Clerk to investigate whether it would be appropriate and helpful to include dates for actions contained in the risk assessment; whether the "Review Date" column is needed and whether a different risk assessment scale should be used.

**Action: Clerk.**

108.3 The Committee agreed to defer considering the Financial Systems Risk Assessment until the Clerk completes the investigation.

## **109 To recommend changes to the Street Pastor grant**

109.1 The Committee agreed that the Street Pastors do excellent work in the community and that their grant should be increased. The Committee also asked that the Council write to the Ascension Trust (the Street Pastor umbrella organisation) to ask why the fees are going up.

**Action: Clerk**

109.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the grant to the Street Pastors be increased to £700 per year.

## **110 To consider the interim report from the Internal Auditor and approve the Parish Council response**

110.1 The auditor report and the Council response had been included in the document pack.

110.2 Proposed Cllr Tidridge, Seconded Cllr Harris, **RESOLVED** unanimously that the Council accept the Internal Auditor report and approve the Parish Council response.

## **111 To consider a report on the War Memorial and make recommendations**

111.1 The report had been included in the document pack for the meeting.

111.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the central plaque on the memorial be replaced, with the wording raised to the same level as those either side, and the phrase "all other Bishopstoke Men and Women" be replaced by "all from Bishopstoke".

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

112.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings:

- 101.5 The Borough have confirmed that there is £40,621.67 towards teenage play equipment at Glebe Meadows and £67,702.78 for maintenance from the development at the Chase. Both sums would need to be repaid on 2<sup>nd</sup> June 2023 if not spent.  
Additionally, there is £53,411.61 unallocated Community Infrastructure money specifically for the enhancement of Bishopstoke Memorial Hall and/or the enhancement of Glebe Meadows teen area, skate ramp and zone received from Bargate Homes, Land to the North of Church Road on 19<sup>th</sup> August 2019. There is no confirmed expiry date.  
Finally, there is an unspent amount of £9,917.61 on revenue code G9061044 for Glebe Meadow Teen Zone and goal area scheme allocated by the Local Area Committee on 24<sup>th</sup> September 2014.

- 101.6 The closure of the footpath was announced on the website and Facebook.

112.2 Allotments: Prospective tenants have been invited to visit the vacant plots at Underwood Road and tenancy paperwork has been issued for several. There will still be 2 vacant plots remaining with no one on the waiting list. The window in the Warwick shed is being fixed this week. No other reports of break ins to the shed have been reported. The Jockey Lane site rep pointed out that the damaged fence had still not been replaced by the Borough Council so the RFO raised this with Andy Thompson and it is now being looked into by Street Scene. The RFO was asked to place a notice inside the Warwick shed giving helpful contacts for anyone that might seek shelter there in future, and also to contact both Fair Oak and the Borough Council alerting them to the allotment spaces.

### Action: RFO

Waiting Lists: Jockey Lane – 8; Underwood Road – 2; Sewall Drive – 27; Breach Lane – 19; Breach Lane disabled access – 3

112.3 Burials, Cemeteries and Closed Churchyards: Work on making the temporary path between Cemetery sites a permanent one will take place in the week beginning 16th March. Old St Mary's has had the dying Ash tree cleared and we are now awaiting quotes for the repair work to the path through the churchyard. We are also having a structural engineers survey done on the stone cross, which is a legal requirement due to its height. Work on removing the iron fencing is still at the "awaiting approval from the diocese" stage. There is disagreement over responsibility for the mound of broken memorials which is being looked into by the Chancellor and the Registry.

Burials: In January there were no interments. There are currently 3 planned in February.

112.4 Parish Office: Nothing current to report.

112.5 Play Areas: The Clerk reported that he had found a team of experienced skaters who offer a free consultancy service regarding new or improved skate areas. They provide advice on consulting the users and the wider public, as well as advice on potential sources of funding. It is my intention to ask them to work with the Council on the replacement of the skate park area. I would also like to explore making it a much more family friendly environment, ensuring that there is space for families to picnic, and that the skate park is also useable for scooters, and if possible, wheelchairs.

112.6 General: There was nothing further to report.

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

113.1 The next meeting is scheduled to be on Tuesday 10<sup>th</sup> March 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

113.2 Agenda items for this meeting should be received by the Clerk no later than Monday 2<sup>nd</sup> March 2020.

*There being no further business, the Chair closed the meeting at 8.30pm*

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

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