

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 10 March 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 were present

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114 Apologies for Absence

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

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

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

115.2 Cllr Parker-Jones requested that: in Minute 106.1 the Minute reference be added to the Agenda reference to clarify what is being referred to; in Minute 109.1 the request to contact the Street Pastor umbrella organisation for an explanation of the fee increase be included; Minute 112.5 be amended to state the "The Clerk reported that he had found" and Minute 112.4 be amended to state that there was "nothing current to report".

115.3 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 11 February 2020, as amended, be accepted as a true record.

116 To consider Matters Arising from the above Minutes

116.1 Minute 107.3 The RFO reported that the Cemetery leak has been found and is being fixed at no cost to the Parish Council. It will then be possible to apply for a leak allowance to be refunded.

116.2 Minute 107.4 The RFO reported that the delay with the insurance claim for the bus stop is reportedly due to the increased number of claims following the various storms. The Parish Council claim has been expedited now. Highways have informed the contractor that traffic lights will need to be put in place during the work and so that will now be included in the cost. The shelter will be 1.1m deep.

116.3 Minute 112.2 The RFO reported that the notice giving useful information to those seeking shelter in the Warwick shed is not in place yet, but will soon be.

117 Declarations of Interest and Requests for Dispensations

117.1 There were no declarations or requests.

118 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for February 2020

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

118.2 The RFO reported the significant items this month were payments for grants to the BCA, Open Sight and Bishopstoke Bike Park, removal of the Ash tree in Old St Mary's, and payment of the software and support for Pear Technologies to enable tree surveys to be carried out. There were also costs to repair disabled toilet and ladies sinks and further repairs to the leaking roof of the BMH

118.3 Cllr Toher requested that the Budget Income sheet have a separate line for the income from the Borough Council for the Brookfield estate to distinguish it from other grants.

Action: RFO

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

119 To recommend approval of the Financial Systems Risk Assessment for 2019-20

119.1 The Clerk detailed the amendments made to the Financial Systems Risk Assessment following a review of the risk assessment at the Committee's request. All mitigation has been consolidated into one column; target dates have been deemed not appropriate to this document; risk has been split into "risk of occurring" and "risk of impact", on a 3-point scale. The Clerk also signalled that he would be switching from High, Medium, Low to a scale from 1 (high) to 3 (low) to allow total risk to be easily compared.

119.2 The Committee requested that all references to the Memorial Hall be removed and a separate risk assessment for the Hall be provided to the Buildings Committee.

Action: Clerk.

119.3 Proposed Cllr Harris, Seconded Cllr Dean, **RESOLVED** unanimously that references to the Memorial Hall be removed from the Financial Systems Risk Assessment.

119.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Financial Systems Risk Assessment for 2019-20 be approved.

120 To recommend changes to Financial Regulations regarding debit cards

120.1 The proposed changes had been included in the document pack.

120.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the changes to Financial Regulations regarding debit cards be approved.

121 To make recommendations on a grant request from Bishopstoke Evangelical Church

121.1 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that Bishopstoke Evangelical Church be awarded a grant of £1,000.

122 To recommend approval of the Investment Strategy

122.1 The Investment Strategy had been included with the document pack.

122.2 Committee members asked for Ethics to be replaced by “Ethics, Environment and Climate Change”; for Ethics to be placed at the top of the list for consideration with regard to investments; for a note to be added to the effect that “Ethics” is as defined in the Parish Council’s Policy on Ethics and that references to any given bank be removed.

122.3 The Clerk was asked to begin work on the Parish Council’s Policy on Ethics.

Action: Clerk

122.4 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the Investment Strategy be amended as detailed in 122.2.

122.5 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Council approve the Investment Strategy.

123 To receive the Clerk’s Report, including an update on Parish Council assets

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

108.2 The Financial Systems Risk Assessment was reviewed as requested.

Previous Actions: The Clerk has been informed that a path across the hub adjacent to the main road is already being planned. The Local Area Manager has approved funding for “Beware of the Deer” signage on Church Road. Cllr Dean is requested to provide suggestions for a suitable location. There will be no change regarding the toilets at the Hub. Additionally, the toilets inside the building are considered only sufficient for building users and so no extra effort will be made to encourage others to use them.

123.2 Allotments: The window in the Warwick shed was repaired during February half term holiday. The Jockey Lane site rep has confirmed that the damaged fence is now replaced. Fair Oak and Horton Heath Parish Council have been contacted about the vacant plots at Underwood Road and will invite some of their waiting list to apply for them. The water will be turned back on at the allotments for weekend of 21st/22nd March.

Waiting Lists: Jockey Lane – 7; Underwood Road – 2; Sewall Drive – 27; Bow Lake – 19; Bow Lake disabled access – 3

123.3 Burials, Cemeteries and Closed Churchyards: Work on the path around St. Mary’s church is about to take place. The structural survey on the plinth and cross at Old St Mary’s has come back and it is structurally sound. Various works to remove fallen trees at the Cemetery have taken place and there is fence repair work expected this month.

Burials: No report was available for February at the time of the meeting.

123.4 Parish Office: The Clerk reported that the roof covering on the Parish Office has been replaced in order to fix several leaks.

123.5 Play Areas: The Clerk reported that the latest quarterly inspections have been received and are being looked at for necessary maintenance work.

123.6 General: The Clerk reported that The Tree Survey has now been completed. It has identified that there is ash dieback in Bishopstoke.

123.7 The Clerk was asked to confirm who the public art sculptures on the permissive paths around Anchor Park and the Breach Lane site belong to.

Action: Clerk

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

124.1 The next meeting is scheduled to be on Tuesday 14th April 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

124.2 Agenda items for this meeting should be received by the Clerk no later than Monday 6th April 2020.

There being no further business, the Chair closed the meeting at 8.15pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____