

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 15 November 2016

Present: Cllrs Thornton (Chair), Dean, Mignot, Parker-Jones, Tidridge and Winstanley

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

Public Session Cllr Daly and 1 member of the public were present.

FGP_1617_M06/

89 Apologies for Absence

89.1 Apologies had been received and accepted from Cllr Toher and Cllr Chaffey.

90 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 October 2016

90.1 The draft minutes had been circulated with the supporting papers for this meeting.

90.2 Cllr Parker-Jones asked that Item 73.4 be amended to show that the Cemetery Working Group cannot set a date until the Volunteer Policy has been agreed.

Action: Clerk

90.3 Proposed Cllr Mignot, Seconded Cllr Winstanley, **RESOLVED** that, subject to the amendment listed in Minute 90.2, the Minutes of the Finance and General Purposes Meeting held on 11 October 2016 be accepted as a true record.

91 To consider Matters Arising from the above Minutes

91.1 Minute FGP_1617_M05/Item 78.3 – Cllr Parker-Jones questioned the term “Lengthsman” as being inappropriate and sexist. It was noted that the term “Lengthsman” is the one used by Hampshire County Council to describe the scheme.

91.2 Item 84.2 – The Clerk informed the Committee that the ownership of the New Cemetery and the allotments cannot pass directly to Bishopstoke from the developers as Eastleigh had hoped. Rather it will in Eastleigh Borough Council’s possession during the 12 month maintenance period and will only be passed to the Parish Council when that period has been successfully completed.

91.3 Item 84.3 – The Clerk informed the Committee that the S106 document is too big to mail and will instead be sent as a link.

Action: Clerk

91.4 Item 84.4 – The Clerk informed the Committee that there has been no response from Eastleigh Borough Council on this matter yet.

91.5 Item 84.6 – The Clerk informed the Committee that, due to illness, there is no possibility of arranging a Street Meet until at least January.

91.6 Item 86.2 – Some members could not recall a vote taking place. Cllr Thornton noted that there had been a proposal, which he had seconded, and there had been a vote. The decision had been recorded in the minutes of the meeting which were then noted at Full Council.

Initial: _____ Date: _____

92 Declarations of Interest and Requests for Dispensation

92.1 None declared or sought.

93 Carnival Working Group – to receive progress report

93.1 The Clerk reported on a successful first meeting of the Carnival 2017 Working Group. There had been a wide-ranging discussion about any changes that might be made to Carnival this year, including potential film nights, a bingo evening, visiting Orchard Gardens and extra quizzes. Two new volunteers had joined the Group, and we are looking forward to another successful Carnival.

94 Cemetery Working Group – to receive an update

94.1 Cllr Parker-Jones informed the Committee that there has not been a meeting of the Group since the last F&GP meeting. One was originally scheduled for 15 November, but had to be cancelled due to the F&GP meeting having its date changed. Cllr Parker-Jones also stated that they were waiting for the Volunteer Policy.

95 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for October 2016

95.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting.

95.2 The RFO reported that the Parish publicity was about to go over budget. It was noted that this is due to the original budget not being sufficient for producing more than 2 newsletters in a year. Cllr Parker-Jones also raised questions about the various Carnival items on the non-confidential reports. The RFO reported that these were all expenses incurred by the Carnival Working Group members in providing the various parts of Carnival. Cllr Parker-Jones then queried why the payments were to individuals, and it was explained that the members of the Carnival Working Group gave their time freely and were only reimbursed on production of receipts or invoices. It would be possible to insist only companies be asked to provide these items but they would charge for their labour too and so Carnival would cost more.

95.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Budget Monitoring report for October 2016 be noted.

95.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Non-Confidential Payments for October 2016 be noted.

96 To consider and, if appropriate, make recommendations on the Expenditure Budget, Burial Board fees, Allotments rents and Precept for 2017-18

96.1 The proposed expenditure budget, burial board fees and a budget briefing had been circulated prior to the meeting.

96.2 A wide-ranging discussion took place covering all the items on the proposed budget. Cllr Parker-Jones questioned why the Carnival budget was proposed to be £8,000 when the expenditure was only just over £4,000. The Clerk explained this was due to the necessity of budgeting for every cost that could be incurred by Carnival, although there are a number that are often waived and the Working Group obviously does its best to minimise costs for the Carnival.

96.3 The discussion also covered the various options for the Precept and Council Tax received by the Parish Council, and the impact that would have on Parish Council reserves.

96.4 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the suggested increase in Burial Board charges, as tabled, be accepted.

Initial: _____ Date: _____

96.5 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Allotment fees remain unchanged for the year 2017-18.

96.6 The Clerk was asked to make some minor alterations to the briefing note for greater clarity at the Parish Council meeting on 22 November 2016.

Action: Clerk

97 To make recommendations on the Grant Aid application from Bishopstoke Memorial Hall

97.1 Cllr Parker-Jones declared an interest as a member of Bishopstoke Players.

97.2 Cllr Winstanley declared an interest as the Eastleigh Borough Council representative to the Bishopstoke Memorial Hall.

97.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that £750 be granted to Bishopstoke Memorial Hall to help with the costs of updating and maintaining the fire alarm system.

98 To recommend adoption of the Terms of Reference for Bishopstoke Parish Council Working Groups

98.1 The draft terms of reference for all Bishopstoke Parish Council Working Groups, along with a briefing note, had been circulated prior to the meeting.

98.2 Cllr Winstanley noted the standardised format, which she welcomed, and the diligence that the Clerk had shown in highlighting potential risks within the makeup of the Working Groups. It was also noted that, as there is a requirement in Standing Orders to approve all terms of reference annually, there will be an opportunity for each Working Group to suggest amendments if they feel they are necessary.

98.3 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Parish Council adopt the Terms of Reference for Bishopstoke Parish Council Working Groups as tabled.

99 To recommend the appointment of Internal Auditors

99.1 Information concerning the various potential auditors had been circulated prior to the meeting.

99.2 Cllr Winstanley declared that she knows one of the auditors from her role within HALC.

99.3 The Committee discussed the various bids, raising such concerns as value for money, timing of visits and ensuring the Council is seen to be as financially sound as possible.

99.4 The Clerk was asked to follow up with Do The Numbers regarding a change in potential dates.

Action: Clerk

99.5 Proposed Cllr Tidridge, Seconded Cllr Mignot, **RECOMMENDED** unanimously that, subject to a date change being agreed, the Council engage Do The Numbers as its Internal Auditor

100 To note meeting dates for 2017-18

100.1 Two versions of the meeting dates for 2017-18 were tabled, dependent upon the selection of the internal auditor, and these dates - with the exception of the Parish Assembly which would be determined subsequently - were noted.

Initial: _____ Date: _____

101 To consider, and if appropriate make recommendations on, changes to the Travel Token Scheme

101.1 A briefing note containing the proposed changes to the scheme had been circulated prior to the meeting.

101.2 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Council adopt the changes to the Travel Token Scheme as tabled.

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

102.1 The Clerk reported that a quote had been received for cleaning the various play areas the Council has responsibility for. Another quote is being awaited. The Clerk also reported that confirmation is still being sought that Eastleigh Borough Council will contribute 50% towards the necessary maintenance of the play areas – this contribution coming from the developer's funds held by the Borough Council.

102.2 The Clerk reported that there have been some break-ins at the allotments on Underwood Road, and so improved fencing is being looked at to help with security. The Assistant Clerk is writing a policy for the allotments on the keeping of chickens, following a request from an allotment holder.

102.3 Cllr Parker-Jones asked for it to be minuted that she is deeply opposed to the keeping of chickens. It was noted that the Council has a legal obligation to allow the keeping of chickens on allotments, but that the chicken policy would be aimed at ensuring the welfare of the chickens. A request was made for the Assistant Clerk to contact the Eastleigh Borough Council animal welfare officer for help in drafting the policy.

Action: Assistant Clerk

103 Date, time, place and Agenda Items for the next meeting

103.1 The next meeting is scheduled to be on Tuesday 13 December at 7:30pm in the Parish Office, Riverside, Bishopstoke.

103.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 5 December 2016.

104 Motion for Confidential Business

104.1 Proposed Cllr Winstanley, Seconded Cllr Thornton, **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.

1 member of the public left at this point

105 To approve payment of staff hours of work, mileage and out of pocket expenses for October 2016

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

105.2 There was a discussion regarding the amount of overtime that proved necessary in October. It was noted that in addition to the normal workload, which had been considerably more than the Council had believed when the Clerk was appointed last year, the Clerk had had a number of extra tasks assigned to him by the Council and Committees. The Assistant Clerk had also had extra tasks from the Cemetery Working Group, and the allotment rent letters had all gone out that month. In addition, the Assistant Clerk had attended the Allotment Forum.

Initial: _____ Date: _____

105.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the October 2016 staff payments be noted as tabled.

There being no further business, the Chair closed the meeting at 9:30pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

- 90.3 that, subject to the amendment listed in Minute 90.2, the Minutes of the Finance and General Purposes Meeting held on 11 October 2016 be accepted as a true record.
- 95.3 that the Budget Monitoring report for October 2016 be noted.
- 95.4 that the Non-Confidential Payments for October 2016 be approved.
- 104.1 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.
- 105.3 that the October 2016 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

- 96.4 that the suggested increase in Burial Board charges, as tabled, be accepted
- 96.5 that the Allotment fees remain unchanged for the year 2017-18.
- 97.3 that £750 be granted to Bishopstoke Memorial Hall to help with the costs of updating and maintaining the fire alarm system.
- 98.3 that the Parish Council adopt the Terms of Reference for Bishopstoke Parish Council Working Groups as tabled.
- 99.5 that, subject to a date change being agreed, the Council engage Do The Numbers as its Internal Auditor.
- 101.2 that the Council adopt the changes to the Travel Token Scheme as tabled.

Payments in October 2016 in excess of £500 published in accordance with the Government's transparency directive

Green Smile	Grounds Maintenance (October)	£3,283.82
Southern Water	Manor Farm allotments (Apr-Oct)	£644.75
Eastleigh Borough Council	Election Costs	£7,357.38
Green Smile	Brookfield hedge and various jobs	£1,926.00

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____