

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 13 May 2014

Present: Cllrs Cossey (Chairman), Harris, Roling and Toher
Cllr Brown also present for item 5

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

Public Session

One member of the public was present to complain about the apparent disregard of the need to retain the traditional appearance of the conservation area when replacing the street lamps. The Committee was sympathetic to the views expressed and undertook to take up the matter again with the County Council.

63. Apologies

63.1 Cllr Winstanley.

64. To Agree the Minutes of the Meeting on 8 April 2014

64.1 Proposed Cllr Toher, Seconded Cllr Roling, **RESOLVED** unanimously that the minutes of the meeting held on 8 April 2014 be accepted as a true record.

65. Matters Arising from the above Minutes

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

66. Declarations of Interest and requests for Dispensations

66.1 None declared or sought.

67. Carnival Working Group's terms of reference

67.1 Members of the Carnival Working Group had considered the terms of reference previously agreed by the Committee but wished for minor amendment to be made to better reflect their responsibilities especially with regard to the disposal of street collection monies. A revised set of terms had been circulated with the agenda papers.

67.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the revised terms of reference for the Carnival Working Group be adopted.

68. Carnival Working Group progress report, budget and transfer of assets

68.1 Cllr Brown, in his capacity as Chairman of the Carnival Working Group reported on the planning to date for this year's Carnival to be held over the weekend 6/7 September 2014. An enthusiastic group of councillors and civilian volunteers was now working towards a successful weekend event although much work remained to be completed and more volunteers would always be welcomed. Various proforma were being updated to reflect the transfer of responsibility from the previous and now defunct working group to the Parish Council and Carnival funds would be transferred from the Group's bank account to the Council upon completion of the independent audit. The draft budget for this year's Carnival was duly noted.

68.2 The draft asset list was noted and the need for additional insurance was discussed. However, on the Clerk's advice no further action was deemed necessary at this time although this would be

reviewed when a full asset list was forthcoming. Central storage of the assets was necessary, preferably in a location near to Glebe Meadow. Cllr Toher would make an informal approach to the Memorial Hall to seek their reaction to a shed being erected on their spare land.

Action: Cllr Toher

69. RFO's Report, Budget Monitoring and Payments

- 69.1 A budget monitoring report had been circulated with the agenda papers and was noted.
- 69.2 Proposed Cllr Cossey, Seconded Cllr Harris, **RESOLVED** unanimously that the non-confidential payments tabled for April 2014 and invoices received to date be noted.

70. Adoption of Financial Accounts and approval of the Statement of Assurance

- 70.1 The Financial Accounts for the year ended 31 March 2014 had been circulated with the agenda papers and no comments or observations had been raised by the internal auditor.
- 70.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Financial Accounts for the year ended 31 March 2014 be adopted.
- 70.3 The Clerk explained the significance of the Annual Return and the need for Councillors to be satisfied that certain rules, checks and procedures had been followed following which, if satisfied, the Statement of Assurance could be signed. No queries or comments were raised.
- 70.4 Proposed Cllr Harris, Seconded Cllr Roling, **RECOMMENDED** unanimously that the Statement of Assurance for the year ended 31 March 2014 be approved and that the Chairman, Clerk and RFO be authorised to sign, as appropriate.

71. To note direct debit payments

- 71.1 Standing Orders required Councillors to note those payments made by direct debit every two years and a list had been circulated with the agenda papers for information. This was duly noted.

72. Grant Aid application

- 72.1 The Hampshire County Youth Band Association had applied for a grant of £50 to help finance the travel costs of band members and the purchase of sheet music. Two members of the Association lived in Bishopstoke.
- 72.2 Proposed Cllr Toher, Seconded Cllr Roling, **RECOMMENDED** unanimously that £50 be granted to the Hampshire County Youth Band Association to help meet their costs.

73. Approval of Social Media Policy

- 73.1 A draft Social Media policy had been circulated with the agenda papers. Members discussed the implications and suggested minor changes which would be circulated for approval outside the meeting. Cllr Roling's request that the policy be reviewed in six months' time was noted.

Action: Assistant Clerk

- 73.2 Proposed Cllr Toher, Seconded Cllr Roling, **RECOMMENDED** unanimously that subject to no final comments the amended draft Social Media policy be approved.

74. Approval of Hampshire Pensions Fund Discretions Policy

- 74.1 The terms of the Hampshire Pensions Fund of which the Council was a member required there to be a Discretions policy explaining the rights of employers and employees with regard to the Fund. A draft policy had been circulated with the agenda papers, the content of which had previously been reviewed by the Fund.

74.2 Proposed Cllr Cossey, Seconded Cllr Toher, **RECOMMENDED** unanimously that the draft Hampshire Pensions Fund Discretions policy be approved.

75. Gypsy and Travellers' Needs survey

75.1 Eastleigh Borough Council had commissioned Opinion Research Services to produce an assessment of genuine need for traveller accommodation over the next two decades in the Borough. The Clerk led Members through the questions and responses were agreed which the Clerk would submit.

Action: Clerk

76. Additional Parish notice boards

76.1 Cllr Toher expressed the view that a need existed for an additional notice board in Bishopstoke Central and thought near the School entrance at the bottom of Underwood Road to be a suitable location. An estimate of cost to supply and fit was in the region of £600 for the same style of board used elsewhere in the Parish.

76.2 Proposed Cllr Toher, Seconded Cllr Cossey, **RECOMMENDED** unanimously that a new notice board be positioned towards the bottom of Underwood Road.

77. Locations for biodiversity sites

77.1 A request had been made through the Church for biodiversity sites to be established within the Parish including the grounds of St Mary's. Members thought the Church grounds to be a suitable place in the first instance as experience with previous sites had shown they tended to attract litter. The Clerk would acknowledge accordingly.

Action: Clerk

78. Asset Management Report

78.1 Cemetery and Churchyards. One interment had taken place in the year to date.

78.2 Allotments. Various plumbing works were in train at Manor Farm to stem some leaks.

78.3 Play areas. The quarterly safety inspection of play equipment had highlighted some low risk work necessary which the Clerk had in hand. A number of complimentary comments had been received on the new equipment in Stoke Common and Templecombe play areas.

79. Clerk's Report

79.1 YZone. The Clerk reported on the improved financial state of the YZone Youth Facility although Members expressed some concern at the unexpected receipt of a contribution from HCC when they had previously withdrawn abruptly from the partnership agreement. The Clerk would follow up with EBC.

Action: Clerk

79.2 Bishopstoke Channel growth. The Environment Agency had confirmed their intention to allow the Channel growth to remain and also confirmed their understanding that the marginal vegetation had been planted by EBC who also intended that it remained.

79.3 Hamilton Road yellow lines. The Clerk had reported the need to reinstate the yellow lines at the junction of Hamilton Road and Spring Lane which had been obliterated during the recent surface repairs allowing vehicles to park nearer to the junction to the detriment of buses making the turn.

79.4 Bishopstoke Football Club. The club secretary had asked if a Parish Council logo existed which they could display on the t-shirts. The present logo was not thought appropriate and Members thought a local competition could be organised by the club to design something. The Clerk would advise accordingly.

Action: Clerk

79.5 Old St Mary's Churchyard tree. A large limb had fallen off an aged tree in the Old St Mary's Churchyard adjacent to the footpath. The Clerk was obtaining a professional report on the state of the tree before taking any further action.

79.6. Parish Office visitors. Visitors to the Parish Office had numbered 5 in January, 12 in February, 11 in March and 6 in April.

80. Date, time and place of next meeting

80.1 The next meeting will be on Tuesday 10 June 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

81. Motion for Confidential Business

81.1 Proposed Cllr Harris, 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.

82. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for April 2014 (Confidential Business)

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

82.2 Proposed Cllr Toher, Seconded Cllr Roling, **RESOLVED** unanimously that the April 2014 payments be noted as tabled.

83. Consideration of staff incremental increases and allowances

83.1 Members considered the paper tabled by the Clerk on confirming the incremental increases due to staff and the payment of a working from home allowance to the Assistant Clerk.

83.2 Proposed Cllr Roling, Seconded Cllr Harris, **RESOLVED** with Cllr Toher abstaining that the incremental increases and working from home allowance for the Assistant Clerk be approved.

There being no further business, the Chairman closed the Meeting at 8.55.

Summary of Recommendations for consideration by Full Parish Council

- 67.2 that the revised terms of referenced for the Carnival Working Group be adopted.
- 70.2 that the Financial Accounts for the year ended 31 March 2014 be adopted.
- 70.4 that the Statement of Assurance for the year ended 31 March 2014 be approved and that the Chairman, Clerk and RFO be authorised to sign, as appropriate.
- 72.2 that £50 be granted to the Hampshire County Youth Band Association to help meet their costs.
- 73.2 that subject to no final comments the amended draft Social Media policy be approved.
- 74.2 that the draft Hampshire Pensions Fund Discretions policy be approved.
- 76.2 that a new notice board be positioned towards the bottom of Underwood Road.

Summary of Resolutions Passed to be noted by the Full Parish Council

- 64.1 that the minutes of the meeting held on 8 April 2014 be accepted as a true record.
- 69.2 that the non-confidential payments tabled for April 2014 and invoices received to date be noted.
- 81.1 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.
- 82.2 that the April 2014 payments be noted as tabled.
- 83.2 that the staff incremental increases and working from home allowance for the Assistant Clerk be approved.

Payments in April 2014 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries and expenses	1677.59
Green Smile Ltd	Grounds maintenance	3246.53
HALC	Affiliation fees	1037.20
Bruno Construction	Memorial Hall hardstanding	1836.00
EBC	Play areas consultation fees	1320.00
Leeson Designs	Notice board	606.00