

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 10 January 2017

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

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

Public Session No members of the public were present

FGP_1617_M08/

120 Apologies for Absence

120.1 Apologies had been received and were accepted from Cllr Chaffey.

121 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 13 December 2016

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

121.2 Minute FGP_1617_M07/Item 108.3 – Cllr Parker-Jones stated that the original amendment should have included noting the decision of the Committee to not make any recommendations on the budget. The Clerk was asked to amend this accordingly.

Action: Clerk

121.3 Cllr Parker-Jones noted that the agenda item regarding staff hours and salary increments called for recommendations, whereas the minutes state the item was resolved. The Clerk was asked to amend this.

Action: Clerk

121.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that, subject to the amendments listed in Minutes 121.2 and 121.3, the Minutes of the Finance and General Purposes Meeting held on 13 December 2016 be accepted as a true record.

122 To consider Matters Arising from the above Minutes

122.1 Minute FGP_1617_M07/Item 107.3 – The Clerk noted that the requested amendments had been made.

122.2 Minute FGP_1617_M07/Item 114 – The Clerk noted that all requests regarding budget lines from this item had been completed and that he would give more information on play areas and the tax base in the budget item on the agenda.

123 Declarations of Interest and Requests for Dispensation

123.1 No declarations or requests were made.

124 To receive an update from the Cemetery Working Group

124.1 Cllrs had received the minutes of the last Cemetery Working Group meeting.

Initial: _____ Date: _____

124.2 Cllr Parker-Jones, lead member for the Cemetery Working Group, informed the Committee that the group had concerns regarding the handover of the New Cemetery, specifically regarding the water supply and fencing. The date of the next meeting had been set as 7th March 2017.

125 To approve amending the Cemetery Working Group's Terms of Reference

125.1 Proposed Cllr Parker-Jones, Seconded Cllr Toher **RESOLVED** unanimously that the Terms of Reference for the Cemetery Working Group be amended to state that they will meet as necessary, removing the requirement to meet at least once per quarter.

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

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

126.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Budget Monitoring report for December 2016 be noted.

126.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Non-Confidential Payments for December 2016 be noted.

126.4 The RFO stated that there was nothing further to add.

127 To make recommendations on the 2017-18 budget and Precept

127.1 The proposed budget, 4 year forecasts, and precept illustrations had been circulated prior to the meeting.

127.2 The Clerk informed the Committee that as the individual budget spending lines had been agreed at the December Finance & General Purposes Committee meeting, it was now necessary to determine what level of reserves the Parish Council wished to maintain going forward and accordingly what Precept should be requested from Eastleigh Borough Council. Discussion followed.

127.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Parish Council request their Precept based on a 10% increase in Band D Council Tax.

127.4 It was noted that this increase in Council Tax would lead to a Band D household in Bishopstoke being asked for an extra £4.36 over the course of the year. This would mean the Band D Council Tax would be £47.96.

128 To note progress on the Chicken Policy

128.1 The draft Chicken Policy Agreement had been circulated before the meeting.

128.2 The Clerk informed the Committee that we are still awaiting answers to various questions asked of the Borough Council Animal Welfare Officer.

128.3 The Clerk was asked to ensure that Cllr Chaffey's notes on the Policy were circulated to all Cllrs.

Action: Clerk

128.4 All Cllrs were requested to pass any comments they might have on the Policy to the Assistant Clerk.

Action: All Cllrs

129 To discuss, amend if necessary, and approve the Volunteer Policy

129.1 The draft Volunteer Policy had been circulated before the meeting.

129.2 Cllr Winstanley thanked the Clerk for working on the policy during budget time and over the holiday period.

129.3 All Cllrs were asked to provide their comments on the Policy to the Clerk.

Action: All Cllrs

129.4 The Clerk was asked to pass the policy to the various affected Committees and Working Groups so that they might also make comments and suggest amendments. The Clerk was further requested to bring the Policy back to the Finance & General Purposes Committee once this process was complete.

Action: Clerk

130 To make recommendations on the Grant Aid application from the Street Pastors

130.1 The Grant Aid application form from the Street Pastors had been circulated prior to the meeting.

130.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Street Pastors request for a grant of £500 be approved.

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

131.1 The Clerk reported that there had been a significant amount of spray painting on the Glebe Meadow skate park. He informed the Committee he would be commissioning the Borough Council to clean it off, and also to clean the moss off the play area to the South of Glebe Meadow. Cllr Toher requested that the moss clean up be extended to the path from the play area to Portal Road, as it is becoming precarious for some older members of the community.

131.2 The Clerk informed the Committee that an inspection routine for the Allotments was in the process of being drawn up.

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

132.1 The next meeting is scheduled to be on Tuesday 14 February 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

132.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 7 February 2017.

133 Motion for Confidential Business

133.1 Proposed Cllr Thornton, 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.

134 To approve payment of staff hours of work, mileage and out of pocket expenses for December 2016 (Confidential Business)

134.1 Cllr Parker-Jones questioned the lack of SSP following the Clerk's illness and the overtime undertaken by the Clerk. The Clerk informed the Committee that SSP was not necessary in this case. The Clerk also, again, informed the Committee that all Cllrs are welcome to view his timesheets.

134.2 Cllr Winstanley stated that, due to the lack of certainty regarding how many hours would be needed from the Clerk, the initial agreement had been for a minimum of 30 hours per week. The Clerk had been requested to work all hours necessary to do the job – for which he would be paid - and record them. These records then formed part of the information for the Clerk’s appraisal at which it was recommended the Clerk’s hours be increased to 37 per week.

134.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED**, that the December 2016 staff payments be noted as tabled.

There being no further business, the Chair closed the meeting at 8.34pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

- 121.4 that, subject to the amendments listed in Minutes 121.2 and 121.3, the Minutes of the Finance and General Purposes Meeting held on 13 December 2016 be accepted as a true record.
- 125.1 that the Terms of Reference for the Cemetery Working Group be amended to state that they will meet as necessary, removing the requirement to meet at least once per quarter
- 126.2 that the Budget Monitoring report for December 2016 be noted.
- 126.3 that the Non-Confidential Payments for December 2016 be noted.
- 130.2 that the Street Pastors request for a grant of £500 be approved.
- 133.1 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.
- 134.3 that the December 2016 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

- 127.3 that the Parish Council request their Precept based on a 10% increase in Band D Council Tax.

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

Green Smile	Grounds Maintenance (December)	£3,283.82
EBC	Tree Survey	£534.00
Jason Bruno	Cemetery Fence Repair	£990.84

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____