

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 9 October 2018

Present: Cllrs Harris (Chair), Brown, Dean, Thornton, Toher and Winstanley

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Mrs C Taylor (Assistant Clerk to Bishopstoke Parish Council)
Cllr Ray Dean of Eastleigh Borough Council

Public Session 0 members of the public were present

FGP_1819_M06/

Public Session

66 Apologies for Absence

66.1 Apologies had been received and were accepted from Cllr Tidridge.

67 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 September 2018

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

67.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 September 2018 be accepted as a true record.

68 To consider Matters Arising from the above Minutes

68.1 Minute FGP_1819_M05/55.3 –Work is continuing on the carnival documents.

68.2 Minute 56.2 – The Clerk reminded all Cllrs to send items to him for budget consideration.

68.3 Minute 56.3 – The Clerk reported that all budget heads are being reviewed for the coming budget.

68.4 Minute 60.4 – Open Sight have been contacted'

68.5 Minute 62.2 – The change in financial regulations is on this agenda.

68.6 Minute 64.6 – Twynams have agreed to move their meeting day.

69 Declarations of Interest and Requests for Dispensation

69.1 None declared or requested.

At the request of the Clerk, the Committee agreed to move items 11 and 12 from the agenda up.

70 To approve Burial Board fees for 2019-20

70.1 The recommended fees for 2019-20 had been circulated with the supporting documents for this meeting.

Initial: _____ Date: _____

70.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Burial Board fees, as recommended by the Cemetery Working Group, be approved.

71 To approve amending the qualifying age for child interments

71.1 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the qualifying age for free interments be raised from 12 to 18.

Mrs Taylor left at this point

72 To receive reports from working groups

72.1 Cllr Toher reported that the recent Neighbourhood Plan meeting had made one minor change to one of the previously agreed objectives. These were now being sent to a Neighbourhood Plan consultant for them to advise on, and for the next steps to be agreed.

72.2 Cllr Harris advised the Committee that the Carnival group had had their washup meeting. It had been agreed that they would try to find ways to improve the street collection and that the route would remain the same next year. Cllr Thornton suggested that marshals could also have collection tins. The date for next year's Carnival would be September 14th and 15th.

73 To receive the RFO's report and approve the Budget Monitoring and Payments reports for September 2018

73.1 The Clerk reported that budget work was underway and reminded Cllrs to have any suggestions in by the end of October. The audit has been passed and the next step is to adopt the audit and publicise it. Both the audit, and the appointment of an internal auditor are agenda items today.

Action: Cllrs

73.2 The Budget Monitoring and Payments reports for September 2018 had been circulated with the supporting documents for this meeting.

73.3 Cllr Brown asked if the indicator of what percentage of year has passed could be restored to the report.

Action: Clerk

73.4 The Committee accepted the RFO's report and the Budget Monitoring and Payments reports.

74 To approve the delegation policy

74.1 The amended Delegation policy had been circulated with the supporting papers for this meeting.

74.2 The Clerk informed the Committee that section 1.3 had been reworded as requested and the legal quotation had been removed in light of the difficulties in keeping up with the myriad amendments. The Committee requested that the vote be to **RECOMMEND** rather than **RESOLVE** and the Clerk indicated he was happy to accept this.

74.3 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council approve the Delegation Policy.

75 To recommend the Parish Council's response to the Airport Consultation.

75.1 After discussion, the Committee agreed to defer this item until the next Full Council meeting.

76 To recommend approval and adoption of the audited Annual Return for the year ended 31st March 2018

76.1 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council adopt the audited Annual Return for the year ended 31st March 2018.

77 To approve the appointment of the Council's internal auditor for 2018-19

77.1 The Clerk indicated that as the Council have only used their current auditor for two years, and have been happy with the service provided, he was happy to recommend continuing to work with Do The Numbers.

77.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council appoint Do The Numbers as their internal auditor for 2018-19

78 To recommend the amendment to Financial Regulations 10.1

78.1 The proposed amendment had been circulated with the supporting documents for this meeting.

78.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the amendment to Financial Regulations 10.1 be adopted.

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

79.1 Allotments – rent letters have been sent out and payment is starting to come in. The new allotment building at the Breach Lane site has run into some complications so there is a meeting set up for October 19th. The Chair and Assistant Clerks will be attending on behalf of the Parish Council. We are initiating a conversation with Fair Oak about potential sharing of some allotment space – they have a waiting list and we don't, with the exception of Jockey Lane. We now have a volunteer to be site rep at Jockey Lane. There is a meeting this Thursday to confirm that.

79.2 Cemeteries and Closed Churchyards – We are currently getting quotes for the next phase of work at the Cemetery. The Silent soldier is in place at the Memorial Hall and we are awaiting installation of the others now that they have all arrived. Armistice Day arrangements are still being finalised. Posters will go up to invite people to the event. We now have permission to move the memorials that are laying against the wall of St Marys and have recently removed a couple of branches that were posing a risk to pedestrians in Old St Marys

79.3 Play Areas – Following the latest set of inspections, the programme of maintenance has finally caught up with what was previously left undone.

The only outstanding items are:

Stoke Common / Church Road play area.

The timber trail bridge. Additionally there is concern over the wear and tear on the chains for the basket swing. We are advised to monitor that and replace when it gets to a certain point.

Glebe Meadow

The only concern is once again there are apparently some lifting panels on the big halfpipes. This has been looked at before so I have asked for extra details.

Sayers Road

The basket swing.

Otter Close

No concerns

Initial: _____ Date: _____

Templecombe
No concerns

Brookfield

There are bolts missing above the goal mouth by the large swing unit.

79.4 The Liaison meeting postponed from the 2nd is now happening on Thursday, when the Clerk is also meeting with the Chair and Assistants to discuss arrangements for the next fortnight. Litter picking equipment is now in use and has been advertised.

79.5 The Clerk reported that the format of the minutes has been amended to include an "Actions" sheet, in addition to the "Recommendations and Resolutions sheet. It is hoped that this will make things easier and clearer for those reading the minutes.

79.6 Armistice Day will be special this year as it falls on Remembrance Sunday. The service will be held on Glebe Meadow, with the possibility of using the Memorial Hall if the weather is bad. Following the service and wreath laying, all are welcome to join the scouts and other organisations as they parade up Church Road to St Mary's. There will be a normal service in St Mary's afterwards. These details will be published on the website, Facebook page and in a press release.

Action: Clerk

79.7 The Clerk reported that there have been a couple of dens built in the land south of Brookfield which are causing the Borough some issues. Although this is not parish land, Cllrs are advised to keep alert for any signs of similar activity in the Parish

79.8 The Clerk shared with the Committee correspondence received from Challengers. They had written to say they were grateful for the Parish Council grant and to invite anyone from the Council to visit and see the work they do.

80 Date, time, place and agenda items for the next meeting

80.1 The next meeting is scheduled to be on Tuesday 13 November 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

80.2 Agenda items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

There being no further business, the Chair closed the meeting at 8:50pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

67.2 that the Minutes of the Finance and General Purposes Meeting held on 11 September 2018 be accepted as a true record.

71.1 that the qualifying age for free interments be raised from 12 to 18.

Recommendations for consideration by the Full Parish Council

70.2 that the Burial Board fees, as recommended by the Cemetery Working Group, be approved.

74.3 that the Council approve the Delegation Policy.

76.1 that the Parish Council adopt the audited Annual Return for the year ended 31st March 2018.

77.2 that the Council appoint Do The Numbers as their internal auditor for 2018-19.

78.2 that the amendment to Financial Regulations 10.1 be adopted.

Actions arising from this meeting

73.1 **Cllrs** were reminded to forward any budget suggestions to the Clerk.

73.3 The **Clerk** committed to reinstating the percentage of year passed to the budget monitoring forms.

79.6 The **Clerk** was requested to publish the details for Armistice Day.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____