

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 11 April 2017

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

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

Public Session 1 member of the public was present

FGP_1718_M01/

1. Apologies for Absence

1.1 Apologies had been received and were accepted from Cllrs Chaffey and Toher.

2. To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 March 2017

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

2.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 be accepted as a true record.

3. To consider Matters Arising from the above Minutes

3.1 There were no matters arising.

4. Declarations of Interest and Requests for Dispensation

4.1 There were none sought.

5. To receive reports from Working Groups

5.1 Cemetery: The Minutes of the previous Cemetery Working Group meeting had been circulated. Cllr Parker-Jones thanked the Clerk for passing on the request for Cemetery name suggestions. This will be opened up on Facebook and the website for residents to make suggestions.

5.2 Carnival: The Clerk reported that the Carnival Court, and Programme Cover Competition were now in full swing, and that arena acts were being finalised. Stallholder and Parade packs will be sent out over Easter.

6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for March 2017

6.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

6.2 The RFO reported that spending over the year 2016-2017 had been approximately £20,000 below that originally budgeted for, but that this had already been taken account of in preparing the new budget.

Initial: _____ Date: _____

6.3 The bank balances as at 31 March 2017 are: Co-op bank £1,177.89 and EBC Loan Account £168,028.28.

6.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

7. To view, amend and recommend the Open Spaces Specification

7.1 The Open Spaces specification had been circulated prior to the meeting. Amendments agreed were to ask for appropriate certificates as well as licences; to ask for both current, and planned (should the contract be awarded) staff and equipment lists; to add snow clearance to the Ad Hoc jobs section; and to move the maintenance of the Glebe Meadow sensory garden to Potential jobs. Also, the length of the contract to be 3 years with a possible extension for a further 3 years. Additions to the criteria by which bids are judged were agreed to be the taking of references and a demonstration of financial stability.

7.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.

8. To view and recommend adoption of the Statement of Internal Control

8.1 The Statement of Internal Control had been circulated prior to the meeting.

8.2 Cllr Parker-Jones requested amending the Statement to include Finance & General Purposes Committee, rather than just Finance.

8.3 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

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

9.1 Legionella risk assessment: The Clerk reported that the Legionella risk assessment had now been studied. The main risk highlighted was to with the storage of open water on allotments, particularly in large baths. There are two main options: the banning of open water storage in any form, including removal of all baths from the allotments or regular cleaning and disinfecting of all open water storage. The Clerk noted that either way would involve increased costs for the Parish Council, and potentially a change to the tenancy agreement, so it was the intention to bring this matter before Full Council. In the meantime, the council owned baths will be professionally cleaned as soon as practical to minimise the risk.

9.2 Play Areas: The Clerk reported that he continues to have meetings with representatives of play equipment companies regarding Sayers Road play area. In all other areas, maintenance continues.

9.3 Office: The Clerk reported that the office would be closed over the bank holiday weekend, and also on Thursday 20th April.

9.4 The Clerk reported that he had attended a meeting with the Assistant Clerk, Liz Harrison and Dave Bowen of Eastleigh Borough Council, and Darren Schofield of Bellway Homes at The Chase. Bellway indicated they are not intending to fence around the new Cemetery, due to cost and difficulty. Confirmation was received that there will be no water supply in the new Cemetery. The western half of the new Cemetery, where excessive amounts of soil has been dumped, will be cleared of stones and rubble, and then flattened, compacted and grassed. Eastleigh Borough Council stated that the new bridleway is closer to being approved as some of the objections from local residents and businesses have been resolved. The new allotment building looks good and Bellway have agreed to scrape, level and resurface the road leading up to Bishopstoke Cemetery gates. The Clerk was requested to provide a list and map of all TPO trees in the Parish.

Action: Clerk

Initial: _____ Date: _____

10. Date, time, place and Agenda Items for the next meeting

10.1 The next meeting is scheduled to be on Tuesday 6 June 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

10.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 26 May 2017.

There being no further business, the Chair closed the meeting at 8.45pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

- 2.2 that the Minutes of the Finance and General Purposes Meeting held on 14 March 2017 be accepted as a true record.
- 6.4 that the Budget Monitoring and Non-Confidential Payments reports for March 2017 be approved.

Recommendations for consideration by the Full Parish Council

- 7.2 that the Open Spaces specification, as amended in 7.1, be approved by Bishopstoke Parish Council.
- 8.2 that the Statement of Internal Control, as amended in 8.2, be adopted by Bishopstoke Parish Council.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____