

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 14 March 2017

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

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

Public Session 0 members of the public were present

FGP_1617_M10/

150 Apologies for Absence

150.1 Apologies had been received and were accepted from Cllrs Chaffey, Dean and Winstanley.

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

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

151.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 February 2017 be accepted as a true record.

152 To consider Matters Arising from the above Minutes

152.1 There were no matters arising.

153 Declarations of Interest and Requests for Dispensation

153.1 Cllr Toher declared an interest in the grant requests from Bishopstoke Memorial Hall and Age Concern.

153.2 Cllr Parker-Jones declared an interest in the grant request from Bishopstoke Memorial Hall.

154 To receive reports from Working Groups

154.1 Communications & Engagement: Cllr Tidridge reported on the last meeting of the Communications & Engagement Working Group. The decision had been taken to publish the next newsletter after the local elections, focussing on the Eastleigh Local Plan, the proposed Neighbourhood Plan, the budget report from the Parish Assembly and the Travel Tokens offered by the Parish Council. There are issues with the functionality of the website, but these are being worked round. The Neighbourhood Plan will have a separate website, linked to the Parish Council site.

154.2 Neighbourhood Plan: Cllr Toher reported that progress was going well on the Neighbourhood Plan. The questionnaire is being put together and will be ready soon. Consideration is being given to bringing in a firm to project manage the process. If this is done, the costs will be borne by grant applications.

154.3 Travel Tokens: The Clerk reported that letters for Travel Tokens for 2017 – 18 will be sent shortly.

Initial: _____ Date: _____

155 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for February 2017

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

155.2 The RFO reported planned spending on purchasing a survey service for the Neighbourhood Plan; further maintenance on play equipment; tree maintenance and a new noticeboard for Jockey Lane allotments. Following further investigation it has been decided that there is currently no need to invest in financial software.

155.3 The bank balances as at 28 February 2017 are: Co-op bank £9,710.01 and EBC Loan Account £168,028.28.

155.4 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for February 2017 be approved.

156 To make recommendations on grants for the Bishopstoke Memorial Hall and Age Concern

156.1 Proposed Cllr Mignot, Seconded Cllr Parker-Jones, **RECOMMENDED**, with Cllr Toher abstaining, to award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.

157 To recommend approval of the Financial Systems Risk Assessment

157.1 The Committee agreed various amendments. The Clerk was asked to pass the amended document to the Internal Auditor for comment.

Action: Clerk

157.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.

158 To recommend approval of current Standing Orders and Financial Regulations

158.1 The Committee agreed to look at the Policy list at the next meeting. The Clerk was asked to check current legal advice and best practice regarding the timing of publication of agenda and supporting papers.

Action: Clerk

158.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RECOMMENDED** unanimously that current Standing Orders and Financial Regulations be approved.

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

159.1 Cemetery: Verge protection has now been installed and looks good. Tree work at the Cemetery entrance is planned for April 4th, 5th and 6th.

159.2 Play Areas: Two designs have now been received for Sayers Road play area. The Clerk will liaise with Eastleigh Borough Council to obtain more and then the Council will select the final three for public consultation. Other maintenance is also being undertaken.

159.3 There were disturbances over the weekend in both Bishopstoke and Fair Oak which have been attributed to an influx from Romsey and Netley. The police were aware and following up.

159.4 Cllr Toher asked whether a letter was being sent to the Bishopstoke Memorial Hall regarding the Parish taking over and the Clerk informed the Committee that it would be.

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

160.1 The next meeting is scheduled to be on Tuesday 11 April 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

160.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 4 April 2017.

160.3 Cllr Toher gave her apologies for both Planning and Finance & General Purposes on 11 April.

There being no further business, the Chair closed the meeting at 8.50pm

Initial: _____ Date: _____

Resolutions to be noted by the Full Parish Council

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

Recommendations for consideration by the Full Parish Council

- 156.1 that the Council award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.
- 157.2 that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.
- 158.1 that the current Standing Orders and Financial Regulations be approved.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____