

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 09 February 2016

Present: Cllr Cossey (Chairman), Cllrs Mignot, Parkinson-MacLachlan, Thornton, Toher and Winstanley
Also present Cllrs Brown, McKeone, Lyon and Harris (all Ex Officio)

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Mr T Ayling (Planning Officer for Eastleigh Borough Council)
Mr T Guymer (Planning Officer for Eastleigh Borough Council)
PC Jeffery
PCSO Mack

Public Session 18 members of the public were present.

The public session was extended by the Chair to 30 minutes to allow for a fuller discussion of the Eastleigh Borough Council “Issues and Options” document.

Minutes of the public session are recorded in a separate document, called “Bishopstoke Parish Council Consultation Response”

21.

21.1 Proposed Cllr Cossey, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that Agenda Item 5 – Issues and Options – be brought forward to the top of the meeting.

22. Issues and Options

22.1 The Parish Council asked questions of the two Officers from Eastleigh Borough Council and then fully debated the Parish Council’s response to all 38 questions contained within the Issues and Options document.

22.2 Minutes of the full discussion are also recorded in the separate document “Bishopstoke Parish Council Consultation Response”

After this discussion was completed, the Chair proposed a short rest break during which those members of the public who wished to leave could do so.

The 18 members of the public, Mr T Ayling, Mr T Guymer, PC Jeffery, PCSO Mack and Cllrs Brown, McKeone and Lyon all left.

23. Apologies

23.1 None

24. To Agree the Minutes of the Meeting held on 12 January 2016

24.1 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the minutes of the meeting held on 12 January 2016 be accepted as a true record.

25 Matters Arising from the above Minutes

25.1 None.

26. Declarations of Interest and requests for Dispensations

4.1 Cllr Toher declared an interest in the Memorial Hall grant application.

4.2 Cllr Thornton declared an interest in the New Hope grant application

28. Carnival Working Group's report

28.1 Proposed Cllr Cossey, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the Carnival report be deferred until the next meeting of the Finance & General Purposes Committee.

29. RFO's Report, Budget Monitoring and Non-Confidential Payments

29.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the budget report for January 2016 be noted.

6.8 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the non-confidential payments as tabled for January 2016 be approved.

30. Asset Management Review – to note

30.1 Allotment. New quotes were being obtained for the provision of the soakaway at the Manor Farm allotments.

Action: Clerk

30.2 Cemetery. The path from the New Cemetery car park to the old Cemetery should be complete by the end of February

30.3 Play areas. The quarterly inspection of the play areas has taken place on February 8th.

30.4 Brookfield. Eastleigh Borough Council appear to be moving towards a resolution on this matter.

30.5 Y-Zone. There has been some trouble at the Y-Zone which meant the police needed to be called but a plan has been put in place to hopefully resolve matters.

30.6 Parish Office. The electrician has now been in to look at positioning the second PIR light to cover the gap between the office and the back gate.

31. Street Art

31.1 Proposed Cllr Cossey, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously that the street art discussion be deferred until the next meeting of the Finance & General Purposes Committee.

32. Financial Systems Risk Assessment

32.1 Regulations required an annual financial systems risk assessment to be completed before the end of the financial year to which it relates by the Internal Auditor and any comments or recommendations tabled for the attention of Members. A completed risk assessment signed off by the Internal Auditor and the Assistant Clerk had been circulated with the agenda papers with no observations.

32.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the annual financial systems risk assessment be adopted.

33. Grant Aid Requests

33.1 A Grant Aid application had been submitted by New Hope Hampshire, a charity set up to relieve financial hardship and promote health and social wellbeing by the provision of goods and services to those in need. The request was for £500 to contribute towards transport costs.

33.2 Proposed Cllr Toher, Seconded Cllr Parkinson-MacLachlan, **RECOMMENDED** that £500 be granted to New Hope Hampshire to help with transport costs (Cllr Thornton abstained).

33.3 A Grant Aid application had been submitted by Bishopstoke Memorial Hall. The request was for £800 to contribute towards the cost of wall rebuilding.

33.4 Proposed Cllr Winstanley, Seconded Cllr Parkinson-MacLachlan, **RECOMMENDED** that £800 be granted to Bishopstoke Memorial Hall to help with the cost of wall rebuilding (Cllr Toher abstained).

34. Changes to Standing Orders and Financial Regulations

34.1 Papers detailing changes made to standing orders and financial regulations deemed necessary due to the role of RFO being undertaken by the Clerk, and due to changes in legislation had been circulated prior to the meeting.

34.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the changes to standing orders and financial regulations be approved.

35. Neighbourhood Plan

35.1 Proposed Cllr Cossey, Seconded Cllr Parkinson-MacLachlan, **RESOLVED** unanimously to defer the report until the Full Council meeting on Tuesday 23 February 2016

36. Clerk's Report

36.1 The Clerk briefed that he had received training in minute taking and on VAT. Unfortunately, the CiLCA course is currently not being offered at EBC. Other possibilities are being explored.

Action: Clerk

36.2 The Clerk has attended meetings of the Y-Zone committee and the Community Safety Group. Nothing to report from either.

37. Date, time and place of next meeting

37.1 The next meeting will be on Tuesday 8th March 2016 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

38. Motion for Confidential Business

38.1 Proposed Cllr Winstanley, Seconded Cllr Cossey, **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.

39. To approve payment of staff hours of work, mileage and out of pocket expenses for January 2016 (Confidential Business)

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

39.2 Proposed Cllr Parkinson-MacLachlan, Seconded Cllr Thornton, **RESOLVED** unanimously that the January 2016 staff payments be noted as tabled.

There being no further business, the Chairman closed the Meeting at 10.00

Resolutions to be noted by the Full Parish Council

- 24.1 that the minutes of the meeting held on 12 January 2016 be accepted as a true record.
- 29.1 that the budget report for January 2016 be noted.
- 29.2 that the non-confidential payments tabled for January 2016 be approved.
- 38.1 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.
- 39.2 that the January 2016 staff payments be noted as tabled.

Recommendations for consideration by the Full Parish Council

- 32.2 that the annual financial systems risk assessment be adopted.
- 33.2 that £500 be granted to New Hope Hampshire to help with transport costs.
- 33.3 that £800 be granted to Bishopstoke Memorial Hall to help with wall rebuilding.
- 34.2 that the changes to standing orders and financial regulations be approved.

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

Fair Account	Internal Audit	560.00
Hampshire Constabulary	PCSO Contribution	3625.00
Green Smile Ltd	Grounds maintenance	3195.73
Green Smile Ltd	Hedge Cutting: Cemetery	
	Hedge Cutting: Brookfield	
	Ground Clearance: Cemetery	
	Ground Clearance: Jockey Lane	1015.00
Mr C Luff	Tree work – Old St Mary's Churchyard	600.00