

# **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 12 December 2017**

**Present:** Cllrs Thornton (Chair), Brown, Mignot, Tidridge and Toher

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

**Public Session** 1 member of the public was present

**FGP\_1718\_M07/**

### **Public Session**

#### **85 Apologies for Absence**

85.1 Apologies had been received and accepted from Cllrs Parker-Jones and Winstanley.

#### **86 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 November 2017**

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

86.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

#### **87 To consider Matters Arising from the above Minutes**

87.1 Minute 72.3 – The Clerk reported that he had been unable to find mention of the Breach Lane archaeologists report in the Local Area Committee minutes.

87.2 Minute 74.4 – The Clerk reported that approximately 40% of travel token recipients are in the west of Bishopstoke, north of Stoke Park Road, 40% south of Stoke Park Road, and 20% in the east of Bishopstoke.

87.3 Minute 78.3 – The Clerk reported that the water has been turned off at the allotments. The thermometer has not yet been bought.

87.4 Minute 79.3 – The amended draft budget is on the agenda for this meeting.

87.5 Minute 82.2 – Contacting local groups regarding allotments has not yet been completed.

#### **88 Declarations of Interest and Requests for Dispensation**

88.1 None declared or requested.

#### **89 To receive reports from Working Groups**

89.1 Cllr Toher reported that the Neighbourhood Plan Working Group will be meeting in January. The boxes for questionnaire returns are ready and the questionnaires are ready for delivery, with a closing date of 31<sup>st</sup> January 2018. Cllr Toher noted that any help with delivery would be welcome.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**90 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017**

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

90.2 The Clerk reported that there has now been confirmation of the amount of money coming from the Borough Council towards play areas, and that it is specifically for Sayers Road. Cllr Thornton asked the Clerk to retrieve the quotes already received and circulate them to Cllrs. The Clerk was also requested to have a cheque drawn up for the provision of the wreath that was placed at the Armistice service.

**Action: Clerk**

90.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

**91 To recommend the Parish Council support the provision of defibrillators around the Parish, seeking grants to cover the installation costs and agreeing to cover the maintenance costs**

91.1 Following discussion, the Clerk was asked to add the discussion of defibrillators to the January F&GP agenda and request more information on costs, locations, insurance implications and security arrangements, including contacting the ambulance service for their advice on locations.

**Action: Clerk**

**92 To discuss the draft expenditure budget and identify changes**

92.1 Following discussion it was agreed to remove the following items from the budget for 2018-19: sensory garden; Jockey Lane fencing; Cemetery access ramp and extra parking bays; intra-Cemetery path; second soakaway at Underwood Road allotments; Underwood Road machine shed work; Cemetery screen and additional verge protection. All these items will be considered for future budgets. Additionally, as Sayers Road play area will be revamped in 2018-19, it was agreed to defer starting the play area fund until 2019. The Committee agreed to increase the Neighbourhood Plan and Communications budgets to £5,000 for the year 2018-19.

92.2 The Clerk was asked to prepare a budget based on the amendments in 92.1 with precept increases of 10%, 15% and 20% and a breakdown of costs for each area of Council responsibility.

**Action: Clerk**

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

93.1 The Clerk reported that there were no significant updates or changes since last month's meeting.

**94 Date, time, place and agenda items for the next meeting**

94.1 The next meeting is scheduled to be on Tuesday 9 January 2018 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

94.2 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 8.45pm*

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**Resolutions to be noted by the Full Parish Council**

86.2 that the Minutes of the Finance and General Purposes Meeting held on 14 November 2017 be accepted as a true record.

90.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

**Recommendations for consideration by the Full Parish Council**

There were no recommendations.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_