BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Methodist Church Hall, Sedgwick Road, Bishopstoke commencing at 7.30pm on 8 January 2013

Present: Cllrs Thornton (Chairman), Cossey, Roling, Toher and Winstanley

In Attendance: Mr P J Storey (Clerk to the Parish Council)
Mrs C Taylor (Assistant Clerk)

Public Session

No members of the public were present.

1. Apologies

1.1 Cllrs Hansell and Lyon.

2. To Agree the Minutes of the Meeting on 11 December 2012

2.1 Proposed Cllr Winstanley, Seconded Cllr Roling, **RESOLVED** with Cllrs Cossey and Toher abstaining (absent) that the minutes of the meeting held on 11 December 2012 be accepted as a true record.

3. Matters Arising from the above Minutes

3.1 Para 134.3 Core skills training. Cllr Winstanley briefed that a date for the training was still awaited.
Action: Cllr Winstanley

3.2 Para 140.2 New play equipment. Discussions with EBC were still in hand on consultation and design.
Action: Clerk

3.3 Para 140.3 Parish Office. At an on-site meeting with the suppliers and after allowing for a slight increase in the frontal clearance required by the Players from their shed, it was agreed that an extra metre could be added to the overall length of the parish office without infringing on the dignity of the War Memorial. This extension would better facilitate meetings in the office at a small additional cost of £2,080.

4.4 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** with Cllr Toher abstaining (Trustee of Memorial Hall) that an additional £2,080 be budgeted for the new parish office thereby increasing the quoted cost to £24,360.

5. Declarations of Interest and requests for Dispensations

5.1 None.

6. RFO's Report, Budget Monitoring and Payments

6.1 The Clerk reported that EBC had confirmed the payment of a top up grant to ensure that the full Precept required by BPC would be received despite a lowering of the tax base and consequent reduction in the amount of council tax collected. It was also reported that the internal auditor had completed his interim audit for the first nine months of the financial year and that nothing untoward had been noted.

6.2 A budget monitoring report had been circulated with the agenda papers. This was noted.

6.3 Some discussion took place on the wisdom of introducing a line entry of £20,000 to reflect the ringfencing of funds to help meet the costs of new play equipment in the next financial year and carrying it forward if unspent.

6.4 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that an additional £20,000 be identified in the Budget to fund the capital costs of replacing play equipment and that any unspent amount be carried into the following year.

6.5 Proposed CllrWinstanley, Seconded Cllr Cossey, **RECOMMENDED** unanimously that the non-confidential payments be approved and that discussion on the confidential payments be deferred to Item 11.

7. Ratification of the Precept, budget proposals and charges for 2013- 14

7.1 Councillors accepted the EBC proposal to top up the collected council tax with a grant to ensure we received the full Precept required.

7.2 Proposed Cllr Thornton, Seconded Cllr Roling, **RECOMMENDED** unanimously that the Precept, budget and charges proposals which the Council was mindful to approve at its last meeting be formally approved.

8. Asset Management Report

8.1. Cemetery and Churchyards. Thirteen interments had taken place in the Cemetery to date this year and the land adjacent to the tree line and elsewhere remained severely waterlogged. Persons unknown had damaged a seat in the Old St Mary's Churchyard which the Clerk would replace.
Action: Clerk

8.2 Allotments. Safety checks on the electrical items in use in the allotment sheds owned by the Parish had been completed and minor remedial work was in hand.
Action: Assistant Clerk

8.3 Play equipment. Minor repairs had been necessarily undertaken by a contractor. The Clerk was negotiating with EBC on repainting the skate ramp and renewing some safety matting in Glebe Meadow as part of the transfer arrangements.
Action: Clerk

8.4 Asset transfer. The transfer of title documentation for Glebe Meadow had been finalised.

9. Clerk's Report

9.1 'Have your say'. An HCC initiative entitled 'Have your say' had been introduced encouraging applications to run small scale community participatory budget events allowing people to have a say in determining which local projects should receive funding. More information was on the HCC website and the scheme would close on 31 March 2013.

9.2 Representative on Twynams Charity Board of Trustees. The AGM of the Twynams Charity would be held on 15 January 2013 and Cllr Cossey indicated his willingness to become the BPC representative. This would be discussed at the next full council meeting.

9.3 Clerk's laptop. PC World, who had supplied the new laptop, was now offering to provide three years' cover against mechanical faults, mishaps and repairs and also provide a helpline. It was thought appropriate to accept this at a cost of £159 for the three years.
Action: Clerk

9.4 Memorial seat. Following local consultation, an order had been placed for the supply of a suitable memorial seat, to be paid for by private subscription, and installed on the footpath connecting Mitre Copse and Torwood Gardens.

9.5 Mobile library times. A staff member from the HCC Library Service had visited the Parish Office last month to discuss ways of publicising the visit times of the mobile library to encourage greater use, Both the Clerk and the Assistant Clerk had offered ideas which hopefully would be followed up.

10. Date, time and place of next meeting

10.1 The next meeting will be on Tuesday 12 February 2013 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

11. Motion for Confidential Business

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

12. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for December 2012 (Confidential Business)

12.1 Members noted the report tabled by the RFO which was subsequently amended and is attached to these minutes.

12.2 Proposed Cllr Winstanley, Seconded Cllr Roling, **RESOLVED** unanimously that the amended payments be made as tabled.

There being no further business, the Chairman closed the Meeting at 8.45pm.

Summary of Recommendations for Consideration by Full Parish Council

146.4 that an additional £2,080 be budgeted for the new parish office thereby increasing the quoted cost to £24,360.

148.4 that an additional £20,000 be identified in the Budget to fund the capital costs of replacing play equipment and that any unspent amount be carried into the following year.

148.5 that the non-confidential payments be approved and that discussion on the confidential payments be deferred to Item 11.

149.2 that the Precept, budget and charges proposals which the Council was mindful to approve at its last meeting be formally approved.

Summary of Resolutions Passed to be Noted by the Full Parish Council

153.1 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.

154.2 that the amended payments be made as tabled.

Payments in December 2012 in excess of £500
published in accordance with the Government's transparency directive

Green Smile Ltd	Grounds maintenance	1794.33
Bruno Construction	Shears Mill and misc repairs	4146.84
Smart Offices	Deposit	3995.00
Queensbury Shelters	Bus shelter improvements	1237.20
PC World	Laptop and ancilliaries	557.87