

**Minutes of a Meeting of the Finance and General Purposes Committee  
held virtually commencing at 7.30pm on 12 January 2021**

**Present:** Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Thornton, Toher and Winstanley

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present

**FGP\_2021\_M05/**

**43 Apologies for Absence**

43.1 All Cllrs were present.

**44 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 8 December 2020**

44.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr Toher noted that the record of those present did not indicate when Cllr Thornton had arrived and asked for that to be added.

**Action: Clerk**

44.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 8 December 2020, as amended in 44.1, be accepted as a true record.

**45 To consider Matters Arising from the above Minutes**

45.1 There were no matters arising.

**46 Declarations of Interest and Requests for Dispensations**

46.1 Cllr Toher declared an interest in item 6 – the grant request from Bishopstoke Methodist Church.

**47 To note the RFO's Report, and to approve the Budget Monitoring and Payments Reports for December 2020**

47.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. Additionally the Committee congratulated the RFO on passing the CiLCA qualification. The RFO thanked the Council for funding 50% of the course.

47.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring for December 2020.

47.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Payments Report for December 2020.

**48 To make recommendations on a grant request from Bishopstoke Methodist Church**

48.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED**, with Cllr Toher abstaining due to her declared interest, that Bishopstoke Methodist Church receive a grant of £1,120.

**49 To consider the draft expenditure budget and make recommendations**

49.1 The draft budget and accompanying notes had been provided to Councillors in advance of the meeting and were noted.

49.2 The Clerk advised the Committee that it appears likely the Borough will grant money towards the Village Trail and Map Board projects. The Committee discussed keeping the band D Council tax request fixed for the coming year. It was felt that, in the current climate, it was the appropriate thing to do. The Clerk and RFO noted that this proposal would potentially leave the Council at greater financial risk over the next few years and could lead to increased rises being necessary in the short term. The Committee indicated that they would rather provide what assistance they could at the present time.

49.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to recommend the draft expenditure budget to Full Council.

**50 To make recommendations on funding the draft budget and the precept request**

50.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the increase in band D Council Tax for Bishopstoke be set at 0%..

**51 To note the Clerk's Report, including an update on Parish Council assets**

51.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

51.2 The Clerk informed the Committee that a company had been contacted with a view to replacing the parish office fire door and the broken Memorial Hall window. The RFO noted that two different types of door were available (the standard push bar and a turn lock). The company recommended that the turn lock option is more secure and the company that provide fire safety inspections for the Council had approved this as being acceptable given the standard usage of the office. Cllrs were concerned that any fire door should be as accessible as possible and that a turn lock system may be problematic in this regard. The Clerk informed the Committee that the company will be asked about the accessibility of each system and, if there is a difference, then the more accessible door will be selected. Cllr Toher also asked that Officers also investigate putting in place a ramp for the fire exit.

**Action: Officers**

**52 Date, time, place and agenda items for next meeting**

52.1 The next meeting is scheduled to be on Tuesday 9<sup>th</sup> February 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 1<sup>st</sup> February 2021.

*There being no further business, the Chair closed the meeting at 8:10pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

12<sup>th</sup> January 2021  
Agenda Item: 5

<b>Report Subject: To receive the RFO's Report</b>
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### **Payments Lists:**

Significant items for December included payment of the external audit fees, grant payment to MHA Communities (as resolved by Council), costs of installation of 3 monitoring wells at the Cemetery and purchase of 130 vouchers for free school meal families at the Stoke Park Schools.

### **Income:**

Most of the allotment rents have now been received, and the final few outstanding rents will be followed up this month.

### **Banking:**

The Clerk and RFO have experienced further poor service from the Co-operative Bank in December and consequently, the RFO will be researching not only new savings account for the Council, but also a new current account as the impact to workload cannot continue. The accounts will be in line with the Council's investment policy.

Finally, the RFO would like to report that she has passed the CiLCA qualification as of December 2020.

Sophie Thorogood  
RFO to Bishopstoke Parish Council  
5<sup>th</sup> January 2021

## Bishopstoke Parish Council

### Finance & General Purposes Meeting

12th January 2021

#### Payments (December 2020)

##### Direct Debit payments

BT	Office - Phone & broadband (Dec 20)	£	93.53
Eon	Office - Electricity (Dec 20)	£	29.00
British Gas	Shears Mill - Electricity (Nov 20)	£	10.61
Business Stream	Allotments - UR - Water (Nov-Dec 20)	£	21.55
Business Stream	Allotments - JL - Water (Apr-Dec 20)	£	239.11

##### Staff Debit Card payments

JW - Next Retail	Stationery	£	16.96
DW - Microsoft	Office 365 Annual Licence	£	79.99
ST - Vodafone	Mobile phone top-up	£	10.00

##### BACS payments

Edge IT Systems	Edge Finance module Banding Upgrade	£	151.20
SLCC	Annual SLCC Membership	£	234.00
PKF Littlejohn	External Audit Fees 2019/20 Accounts	£	720.00
Seagrave Inspection Services	Operational Playground Inspections Nov 20	£	544.32
MHA Communities	Grant	£	800.00
Green Smile Ltd	Pea shingle for UR Allotment shop	£	22.06
Green Smile Ltd	St Mary's Churchyard new fencing line	£	432.00
Arbor Eco Consultancy	Supervision borehole drilling at Cemetery	£	112.50
P Stewart	Window Cleaning Office/Shears Mill Sep-Nov 20	£	105.00
Planet (Evolving Together)	Neighbourhood Plan attendance during Nov 20	£	546.00
The CDS Group	Installation 3 monitoring wells at Cemetery	£	2,217.60
Argos Business Solutions	130 vouchers for FSM at Parish schools	£	7,610.95
Eastleigh Borough Council	Dog bin emptying (Sep 20)	£	49.06
Eastleigh Borough Council	Dog bin emptying (Oct 20)	£	61.32
Eastleigh Borough Council	Dog bin emptying (Nov 20)	£	61.32

Staff	Salary	£ 4,467.52
Staff	Mileage + Office Allowance	£ 124.25
HMRC	Tax / NI	£ 1,063.69
HCC	LGPS	£ 1,374.73
Green Smile	Ground Maintenance (Dec 2020)	£ 3,979.31

#### Cheque payments

£ -

**Out Of Pocket Expenses**  
N/A

**Clerk - DW**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**  
N/A

**Projects Officer - CT**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**  
N/A

**RFO - ST**

£ -

**Sub total** £ -

**Out Of Pocket Expenses**  
N/A

**Cemeteries Officer - JW**

£ -

**Sub total** £ -

**Total payments**

**£ 25,177.58**



## **Finance & General Purposes Clerk's report 12 January 2021**

### **Clerk's Report**

#### **Matters Arising:**

**FGP\_2021\_M04/38.2** Regarding the draft budget.  
Work continued on incorporating the latest changes to the draft budget which was then presented earlier this meeting.

#### **Parish Assets:**

##### **Allotments**

There is nothing new to report regarding allotments.

##### **Burial Matters**

There is nothing new to report regarding burial matters.

##### **Parish Office**

There is nothing new to report regarding the Parish Office

##### **Play Areas**

Quotes have been requested for the work identified from the inspections done at the end of last year. The work is relatively minor compared to some other inspections. New play area signage has now been installed.

##### **Trees**

There is nothing new to report regarding trees.

#### **Other Matters:**

At the time of writing this report, there were no other matters to report upon.