

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 7.40pm on 10 December 2013

Present: Cllrs Winstanley (Acting Chairman), Harris and Toher

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.

116. Apologies

116.1 Cllrs Cossey, Hansell and Roling.

117. To Agree the Minutes of the Meeting on 12 November 2013

117.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the meeting held on 12 November 2013 be accepted as a true record.

118. Matters Arising from the above Minutes

118.1 There were no matters arising not dealt with elsewhere in these minutes.

119. Declarations of Interest and requests for Dispensations

119.1 None declared or sought.

120. RFO's Report, Budget Monitoring and Payments

120.1 A budget monitoring report had been circulated with the agenda papers and was noted.

120.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the non-confidential payments tabled for November be approved.

120.3 HCC Pensions had notified that the employers fixed capital contribution to the pension scheme would be increased in April 2014 by £100 pa to £1400. This increase could be accommodated within the approved budget for 2014-15.

120.4 The Co-operative Bank had issued a statement to the effect that it wished to continue providing a banking service to local authorities whose turnover was less than £25m. Since we met this criterion, it was accepted that no urgent need existed to review our banking arrangements and, in any case, we remained protected by holding the bulk of our funds with EBC.

121. Asset Management Report

121.1 Cemetery and Churchyards. Twenty three interments had taken place in the year to date. Moles were again causing serious problems and pest control contractors had been called in.

121.2 Allotments. Nothing to report.

121.3 Play areas. Vitaplay Ltd had been informed they were the selected contractors for the upgrades in the Stoke Common and Templecombe Road play areas and had confirmed their intention to complete the work before the Easter holidays.

121.4 Information on the maintenance costs for Brookfield was still awaited from EBC.

122. 2014 meeting dates

122.1 The proposed meeting dates for 2014 were noted as tabled.

123. Parish Office opening hours

123.1 The Clerk tabled the proposed opening hours from January 2014 for the parish office which were noted. They were

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| Monday | 10.00am to 1.00pm | Asst Clerk |
| Tuesday | 6.00pm to 7.00pm | Clerk |
| Wednesday | 10.00am to 1.00pm | Clerk |
| Thursday | 3.00pm to 5.00pm | Asst Clerk |

These times would be kept under review.

124. Representative on the Sebastians Bereavement Services committee

124.1 The Council had been invited to provide a Councillor representative to sit on the Sebastians Bereavement Services committee and Cllr Brown had indicated his willingness.

124.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED**, unanimously that Cllr Brown represent the Parish Council on the Sebastians Bereavement Services committee.

125. Clerk's Report

125.1 The Clerk reported on the extraordinary meeting of the YZone management committee to discuss the forecast continuing drain on reserves resulting from the loss of income caused by HCC's withdrawal from the partnership and increasing costs generally. EBC provided the day to day management and was reviewing the running costs in detail and making every effort to increase income from hiring out the facility and the Clerk was looking closely at the capital replacement programme and the impact this would have on income in the future. All agreed the facility should remain a BPC priority project.

125.2 EBC had proposed that with the amount of new development in Bishopstoke an attempt should again be made to have the Royal Mail accept the inclusion of the name 'Bishopstoke' as a locality in the address; this was supported.

125.3 The order for the new bus shelter for the north side of Hamilton Road had been placed.

125.4 Parts to repair the face of the Whalesmead clock had been ordered.

125.5 Within 24 hours of installing the new litter bins on Glebe Meadow, one by the skate ramp had been vandalised. The matter had been reported to the Police and repairs had been completed.

126. Date, time and place of next meeting

126.1 The next meeting will be on Tuesday 14 January 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

127. Motion for Confidential Business

127.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **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.

128. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for November 2013 (Confidential Business)

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

128.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the payments be made as tabled.

There being no further business, the Chairman closed the Meeting at 8.30pm.

Summary of Recommendations for consideration by Full Parish Council

124.2 that Cllr Brown represent the Parish Council on the Sebastians Bereavement Services committee.

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

117.1 that the minutes of the meeting held on 12 November 2013 be accepted as a true record.

120.2 that the non-confidential payments tabled for November be approved.

127.1 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.

128.2 that the payments be made as tabled.

**Payments in November 2013 in excess of £500
published in accordance with the Government's transparency directive**

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| Staff | Salaries and expenses | 2305.54 |
| HCC | LGPS | 503.08 |
| Green Smile Ltd | Grounds maintenance | 2629.83 |
| Southern Water | Allotments | 903.87 |
| Bishopstoke Guides | Grant | 1000.00 |