

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 12 November 2013

Present: Cllrs Cossey (Chairman), Harris, 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.

102. Apologies

102.1 Cllrs Hansell and Roling.

103. To Agree the Minutes of the Meeting on 8 October 2013

103.1 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the meeting held on 8 October 2013 be accepted as a true record.

104. Matters Arising from the above Minutes

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

105. Declarations of Interest and requests for Dispensations

105.1 Cllr Toher declared an interest in Item 6, the Grant Aid application from Age Concern.

106. RFO's Report, Budget Monitoring and Payments

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

106.2 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RESOLVED** unanimously that the non-confidential payments tabled for October be approved.

107. Grant Aid application

107.1 A Grant Aid application had been received from Age Concern Bishopstoke for £1250 to help fund one year's entertainment at The Riverside Club.

107.2 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** with Cllr Toher abstaining that a grant of £1000 be made to Age Concern Bishopstoke to help fund one year's entertainment at The Riverside Club.

108. Expenditure budget, Burial Board fees and Allotment rents and Precept for 2014-15

108.1 A draft Expenditure budget had been tabled and was discussed at length and careful consideration given to budget headings and allocations in the knowledge that unless there were to be serious cutbacks or an increase in income we would again be facing a deficit budget and be reliant upon reserves to meet expenditure. Given the future need for funding to develop the planned new Cemetery and additional allotments, it was thought necessary to consider an increase in Precept for 2014-15 to minimise the drain upon reserves, in particular, after allowing for the significant contribution necessary to fund the proposed upgrades in the Stoke Common and Templecombe Road play areas. Additionally, it was thought appropriate for a bid to be made to the National

Lottery Awards for All programme for a grant towards the play area upgrades and the Clerk would action this.

Action: Clerk

108.2 Members considered the Burial Board and allotment rents and thought it appropriate to recommend an increase in Burial Board fees and charges for 2014-15 and a small increase of £1 per rod in allotment rents which had remained static for three years. It was also timely to consider the eligibility for age related discounts on rents payable and raising the qualifying age.

Action: Assistant Clerk

108.3 As a result of these deliberations, Members thought it appropriate at this time to provide for a deficit budget for 2014-15 mindful that extra income would become available following the transfer of ownership of the Brookfield from EBC, which had yet to be determined but for which £7000 had been included in their calculations, and from a successful Lottery bid. However, it was noted that the forecast level of reserves at the end of 2014-15 would be at the minimum recommended level for future financial sustainability and in the future, as now, careful husbandry of resources remained essential.

108.4 Proposed Cllr Winstanley, Seconded Cllr Cossey, **RECOMMENDED** unanimously that an expenditure budget of £203,050 be approved, that the Precept be increased by 5%, Burial Board fees and charges be increased with effect from 1 April 2014 and that allotment rents be increased from 1 January 2014 with details to be tabled in full at the next full Council meeting.

Action: Clerk

109. Byelaws for play areas and open spaces

109.1 Detailed discussion on this item was deferred until the next meeting. In the meantime, the draft byelaw would be circulated to all councillors for comment.

Action: Clerk

110. Asset Management Report

110.1 Cemetery and Churchyards. Eighteen interments had taken place in the year to date. Some tree damage had been sustained in the recent storms and remedial work undertaken.

110.2 Allotments. Rents continued to be received and repairs to buildings were in hand.

110.3 Play areas. The quarterly safety inspection reports highlighted several areas of minor rusting equipment and evidence of fair wear and tear but which were currently deemed of minimal risk. However, the Clerk would monitor further deterioration. Some remedial work was required on the wetpour surfaces in Sayers Road and this had been budgeted for next year. More serious was an increase in the amount of graffiti some of which was offensive. Green Smile Ltd would continue to remove this when necessary. Serious tree damage had occurred in the Otter Close play areas during the recent storm and remedial work had been completed.

110.4 EBC had held public consultations in both Stoke Common and Templecombe Road play areas during the recent half term at which the plans submitted by the three selected shortlisted contractors for the renovation had been on display. A clear preference for the proposals from Vitaplay had been identified. This would be tabled as an agenda item at the forthcoming full Council meeting when the plans would be available.

Action: Clerk

111. Future support for the Bishopstoke Carnival

111.1 Concern had been expressed at recent Carnival Group meetings over the falling levels of volunteer support for the Carnival and the increasing administrative workload surrounding its organisation. It had been suggested that to provide the necessary continuity in the future, overall responsibility for organisation and budgetary and financial control should be vested in the Parish Council, supported by volunteers. It was also thought appropriate to increase by

£1,000 the budgeted financial support available to the Carnival next year and to recognise the increasing support provided by the Assistant Clerk.

- 111.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council offer to take over the organisation and administration of the Bishopstoke Carnival.

112. Clerk's Report

- 112.1 The Clerk reported that a contract for cleaning the Jubilee clock faces had been placed and repairs were in hand for the Whalesmead clock.
- 112.2 First Wessex Housing was introducing a scheme involving young people making a positive contribution to their local community and learning new skills by volunteering to undertake tasks which would make a difference. Rewards in the form of credits would be given enabling recipients to earn trips out to places of interest. It was agreed that repainting the skate ramp on Glebe Meadow with anti-graffiti paint would be beneficial and the Clerk would negotiate this with the scheme organisers. Paint costs would be met by the Council. It was noted that work had also been put forward by EBC on the YZone building and surrounding area.

Action: Clerk

- 112.3 The Neighbourhood Policing team was introducing an initiative to encourage suggestions on any aspect of local policing to be placed in suggestion boxes placed around the locality in the hope of encouraging a greater response than timed visits to local places to meet the public had achieved. The chosen boxes cost £31.64 each and the police would liaise with owners of suitable locations for them to be fixed. The Clerk would offer to purchase one such box and suggest the Parish Office as a possible location.

Action: Clerk

- 112.4 Two names of deceased servicemen had been submitted for inclusion on the War Memorial and the Clerk was confirming eligibility.

Action: Clerk

113. Date, time and place of next meeting

- 113.1 The next meeting will be on Tuesday 10 December 2013 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

114. Motion for Confidential Business

- 114.1 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.

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

- 115.1 Members noted the report tabled by the RFO which is attached to these minutes.
- 115.2 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 9.20pm.

Summary of Recommendations for consideration by Full Parish Council

- 107.2 that a grant of £1000 be made to Age Concern Bishopstoke to help fund one year's entertainment at The Riverside Club.
- 108.4 that an expenditure budget of £203,050 be approved, that the Precept be increased by 5%, Burial Board fees and charges be increased with effect from 1 April 2014 and that allotment rents be increased from 1 January 2014 with details to be tabled in full at the next full Council meeting.
- 111.2 that the Parish Council offer to take over the organisation and administration of the Bishopstoke Carnival.

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

- 103.1 that the minutes of the meeting held on 8 October 2013 be accepted as a true record.
- 106.2 that the non-confidential payments tabled for October be approved.
- 111.2 that the Parish Council offer to take over the organisation and administration of the Bishopstoke Carnival.
- 114.1 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.
- 115.2 that the payments be made as tabled.

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

Staff	Salaries and expenses	2908.59
HCC	LGPS	522.22
Green Smile Ltd	Grounds maintenance	2462.83
Glasdon Ltd	Litter bins	1359.58
BDO	External audit	516.00
Hants Constabulary	PCSO contribution	3500.00
Came & Co	Insurance premium	1514.90
Sarsen Press	Carnival programmes	896.00