

**Minutes of a Meeting of the Finance and General Purposes Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.30pm on 10 December 2019**

Present: Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, 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 was present

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83 Apologies for Absence

83.1 Apologies had been received and were accepted from Cllr Thornton.

84 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 12 November 2019

84.1 The Minutes of the above meeting had been circulated prior to the meeting.

84.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED**, with one abstention, that the minutes of the Finance and General Purposes Committee meeting held on 12 November 2019 be accepted as a true record.

85 To consider Matters Arising from the above Minutes

85.1 There were no matters arising.

86 Declarations of Interest and Requests for Dispensations

86.1 There were no declarations or requests.

87 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for November 2019

87.1 The Budget Monitoring and Payments reports for November 2019 had been circulated with the supporting documents for this meeting.

87.2 The RFO reported that the Council's accounts are good. Although as previously reported there remains a projected underspend for the year. Significant payments include the insurance premium, work on St Mary's wall, software and clearance work at the allotments.

87.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for November 2019.

88 To consider a grant request from Bike Park Bishopstoke

88.1 The committee acknowledged the need for more and varied activities for local youths and welcomed the cooperation between the Forestry Commission and Bike Park Bishopstoke. Cllr Toher noted that the planned work is over 2 years and as such granting the full amount in one go would contravene Council rules. The Committee agreed that they would be happy to grant part of the request now and receive a subsequent application for further funds as necessary in the new financial year. The Committee also noted that there has not been an application to Fair Oak Parish Council and indicated this could be an alternate source of funds.

88.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that Bike Park Bishopstoke be awarded a grant of £1,000, invited to reapply for further funds if necessary in the new financial year and advised that Fair Oak and Horton Heath Parish Council also award grants.

89 To consider the installation of CCTV at various Council sites

89.1 The quote for CCTV installation had arrived too late to be included in the document pack but was briefly discussed by the Committee.

89.2 Cllr Dean asked how successful CCTV has been for Fair Oak, Cllr Parker-Jones raised concerns over data protection and having cameras at play areas and Cllr Tidridge was concerned that CCTV should not go ahead until a full public consultation has taken place. The Committee agreed to defer this discussion to the next Full Council meeting to determine whether to go ahead, and how. Cllr Toher suggested including an amount in the budget to enable funding of the project if the Council decides to go ahead with it.

89.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** with two abstentions to include a figure of £15,000 in the budget for discussion at the next Finance & General Purposes meeting.

90 To discuss, amend if necessary, and adopt the Grant Awarding Policy

90.1 The Grant Awarding Policy had been included in the document pack.

90.2 Cllr Parker-Jones asked for the original guidance on grant awarding to be sent round to the Committee for comparison.

Action: Clerk

90.3 The Committee agreed to defer discussing the policy until January.

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

91.1 Actions: The Clerk reported back to the Committee on the following actions from previous meetings:

- 77.5 The CCTV site visit was arranged, and the quote was briefly discussed at this meeting.
- 80.2 The Full Council discussed meeting dates at their last meeting.
- 70.6 The newsletter was resent during this meeting.

91.2 Allotments: The process of transferring allotments to the Clerk has started, as has the process of transferring onto the new software for allotments. The RFO reported that almost all rent payments are now in. As usual, skips were provided for the end of the growing season although this year there have been concerns regarding the dumping of home waste in the allotment skips.

Waiting Lists: Jockey Lane – 8; Underwood Road – 4; Sewall Drive – 25; Breach Lane – 19; Breach Lane disabled access – 3

91.3 Burials, Cemeteries and Closed Churchyards: There are currently planned to be three burials at the cemetery this month. We are continuing to put together a specification for the potential replacement path between cemeteries which we hope will happen early in the New Year. Meanwhile repairs have been undertaken on the existing path this weekend after it was damaged. Work also continues on the new policy regarding the arrangements for kerb sets and other items. There are problems with the water at the moment. The housing for the meter and stop cock is broken and regularly gets flooded meaning we are unable currently to turn off the water. Southern water have been informed and requested to attend on site. The water bill this year is large and continuing to grow and so it is possible we may have a leak, or that someone may be using the Cemetery stand pipe so they do not have to pay for their own water. The Committee felt that any potential leak may be the responsibility of the management company at Sewall Drive, as the area is unadopted.

91.4 Parish Office: The Clerk reported that the vacuum cleaner is no longer functional and so a new one will be purchased.

91.5 Play Areas: A second quote for the gates at Sayers Road is still being prepared. We are also awaiting confirmation from Fair Oak as to when they will complete the agreed work. Cllrs asked whether the Street Pastors had been asked to include Sayers Road in their sweeps and the Clerk informed the Committee that they had.

91.6 General: The Clerk reported that the Cemeteries Officer and Admin Assistant advert had so far attracted 26 expressions of interest.

92 Date, time, place and agenda items for next meeting

92.1 The next meeting is scheduled to be on Tuesday 14th January 2020 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

92.2 Agenda items for this meeting should be received by the Clerk no later than Monday 6th January 2020.

92.3 Cllr Toher asked whether there could be a report from the Climate Change Emergency working group and whether this should correctly be at Finance & General Purposes or at Full Council. The Clerk noted that all working groups now report to Full Council and as such the meeting on January 28th would be the appropriate place.

There being no further business, the Chair closed the meeting at 8.10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____