

BISHOPSTOKE PARISH COUNCIL

**Members of the Finance and General Purposes Committee
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 11 July 2017 at 7.30pm
This Meeting is Open to the Public**

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 6 June 2017
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April and May 2017
7. To receive the Internal Auditor's final report on the year ending 31 March 2017 and determine actions
8. To discuss and, if necessary, make recommendations on replacement signage for Bishopstoke Cemetery
9. To discuss and, if necessary, make recommendations on the naming of the Cemetery Extension
10. To review the current Emergency Plan and determine any necessary changes
11. To make recommendations on the grant request from Victim Support
12. To receive the Clerk's Report, including an update on Parish Council assets
13. Date, time, place and agenda items for next meeting – Tuesday 12 September 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



D Hillier-Wheal
Clerk to Bishopstoke Parish Council
6 July 2017

Members: Cllrs Thornton (Chair), Brown (Vice Chair), Mignot, Parker-Jones, Tidridge, Toher and Winstanley

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 6 June 2017

Present: Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge, Toher and Winstanley

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Dean

Public Session 1 member of the public was present

FGP_1718_M02/

Public Session

Cllr Thornton welcomed the new Finance & General Purposes Committee to their first meeting.

11 Election of Chair

11.1 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.

12 Election of Vice-Chair

12.1 Proposed Cllr Tidridge, Seconded Cllr Toher that Cllr Parker-Jones be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.2 Proposed Cllr Thornton, Seconded Cllr Brown that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

12.3 A vote was duly held with Cllr Parker-Jones receiving 3 votes and Cllr Winstanley receiving 3 votes. Cllr Thornton, as required in his capacity as Chair, used his casting vote and elected to vote for Cllr Winstanley.

12.4 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.

13 Apologies for Absence

13.1 Apologies had been received and were accepted from Cllr Mignot.

14 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 April 2017

14.1 The draft minutes had been circulated with the supporting papers for this meeting.

14.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.

Initial: _____ Date: _____

15 To consider Matters Arising from the above Minutes

15.1 Regarding Minute 9.4, Cllr Parker-Jones asked whether the trees listed as having TPOs were all still in place. The Clerk answered that he had no proof, but that it would be a useful item to add to the next tree report that the Parish Council obtains. Cllr Toher asked if the Clerk would appreciate Cllrs notifying him if they became aware of any trees on the TPO list that were no longer there. The Clerk replied that he would. Cllr Winstanley informed the Committee that when work had been approved at The Mount, all TPO trees on the site had had their status continued.

Action: All Cllrs

16 Declarations of Interest and Requests for Dispensation

16.1 Cllr Winstanley declared an interest in agenda item 12, regarding the grant requests from both the Bishopstoke Community Association and the Asian Welfare & Cultural Association.

16.2 Cllr Thornton declared an interest in agenda item 12 as a trustee of the Asian Welfare & Cultural Association

17 To receive reports from Working Groups

17.1 Carnival: The report from the previous Carnival Working Group meeting had been circulated with the supporting papers for this meeting. There were no questions.

17.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to accept the reports from the Working Groups.

18 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for April and May 2017

18.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

18.2 The RFO reported that a number of items in the payments list relate to vandalism at Brookfield Play Area, and there would be more to come. The RFO was also pleased to report that the bees that had been removed from the allotments were happily settled in their new home. The RFO also noted the first half of the PCSO payment, and reported that he was making enquiries as to whether Bishopstoke Parish Council is receiving what it should be.

18.3 Cllr Parker-Jones stated her belief that the Council had originally only agreed to sign the contract for one year, meaning that this should have come back before the Council before being approved. The Clerk offered to check back through the minutes to find out. Cllr Parker-Jones also reported that the PCSOs hold regular events in Fair Oak, but none in Bishopstoke. The Clerk was asked to find out why this was the case, and to find a suitable venue for it to happen. Cllr Toher stated that the Parish used to receive a monthly report from the PCSOs regarding crime levels and asked the Clerk to get this reinstated.

Action: Clerk

18.4 The bank balances as at 30 April 2017 were: Co-op bank £5,922.82 and EBC Loan Account £228,429.39. At 31 May 2017, they were: Co-op bank £16,136.02 and EBC Loan Account £213,429.39

18.5 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.

Initial: _____ Date: _____

19 To consider, and recommend approval of, the Annual Governance Statement for the year ended 31 March 2017

19.1 Paperwork detailing how Bishopstoke Parish Council satisfies the requirements of each section of the Annual Governance Statement had been circulated with the supporting papers for this meeting.

19.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RECOMMENDED** unanimously that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

20 To consider, and recommend approval of, the Financial Accounts for the year ended 31 March 2017

20.1 The Financial Accounts details had been circulated with the supporting papers for this meeting.

20.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.

21 To approve current direct debit payees

21.1 The list of current recipients of direct debits, along with the reasons for the payments, had been circulated with the supporting papers for this meeting.

21.2 Proposed Cllr Winstanley, Seconded Cllr Tidridge, **RESOLVED** unanimously that the current direct debit payees be approved.

22 To consider, and make recommendations on, grant requests from the Bishopstoke Community Association, the Street Pastors and the Asian Welfare & Cultural Association

22.1 Paperwork detailing the grant applications had been circulated with the supporting papers for this meeting.

22.2 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** (with Cllr Winstanley abstaining) that £1,000 be granted to Bishopstoke Community Association.

22.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that £500 be granted to the Street Pastors.

22.4 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RECOMMENDED** (with Cllrs Winstanley and Thornton abstaining) that £500 be granted to the Asian Welfare & Cultural Association.

22.5 The Clerk was requested to amend the grant forms and procedures so that bank details are only asked for after the grant has been approved.

Action: Clerk

23 To consider provision of benches at Earls Close and Otter Close

23.1 Cllr Thornton reported a request from residents to have benches sited on the paths between the Whalesmead estate and the Brookfield estate. The Clerk was asked to investigate possible locations, along with specifying the location for a bench in the Otter Close area.

Action: Clerk

23.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.

Initial: _____ Date: _____

24 To approve the revised Cemetery regulations and policies

24.1 The revised Cemetery regulations and policies had been circulated with the supporting papers prior to this meeting.

24.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.

24.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the updated Cemetery regulations.

24.4 Cllr Toher noted that the opening paragraphs of the Memorial policy now reflect that people grieve differently and that Bishopstoke Parish Council is sympathetic to that.

25 To approve the revised allotment tenancy agreement, and provision of allotment safety advice

25.1 The revised allotment tenancy agreement and the allotment safety advice had been circulated with the supporting papers for this meeting.

25.2 Following discussions, a number of amendments were agreed by the Committee.

25.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.

25.4 Proposed Cllr Tidridge, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.

25.5 The Clerk was requested to add the creation of an Allotment Working Group to the next Full Council agenda.

Action: Clerk

26 To discuss and make recommendations on the Glebe Meadow Sensory Garden

26.1 Notes regarding the Glebe Meadow Sensory Garden had been circulated with the supporting papers for this meeting.

26.2 Following discussion, it was agreed that the best approach would be in two stages. First, to get the current garden generally tidied and looking good and second to invite plans and designs to revamp the garden for the future.

26.3 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

Action: Clerk

26.4 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

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

27.1 Cemetery: The Clerk reported that the annual memorial inspections were taking place in June. To date this Council year there have been 1 new burial and 2 ashes re-openings, with 1 new ashes burial and 2 re-openings booked for June so far. The Clerk was requested to forward the wording of the memorial notices to Cllrs.

Action: Clerk

Initial: _____ Date: _____

27.2 Allotments: The Clerk reported that bath cleaning has now taken place on Council-owned baths. Also, 3 of the 4 baths at Jockey Lane have been removed due to cracking. Following the cleaning, the Council has a 6 month period before they have to be cleaned again in which to decide the future of any allotment baths. The Clerk indicated that it would be appropriate for the Council to make a final decision on baths in September, as that would least disrupt the growing season for plot holders. Slabs are being placed beneath the three taps where there used to be baths at Jockey Lane to allow a firm foundation for watering cans or buckets. The allotment inspection process is going well, and is expected to get quicker as smaller issues are dealt with.

27.3 Play Area: The Clerk reported that the annual play area inspections have now taken place. There are a few repairs to be done on some sites, for which quotes are being obtained. Sayers Road is now in need of some repair work to keep it going before a decision is taken on a new play area.

27.4 The office will be closed on Thursday 8th June due to the amount of traffic from the election,

27.5 The Clerk reported that he had recently attended a very positive first meeting of the public art steering group for the Mount site. Cllrs asked to be notified when there is a public event for this project. The Clerk had also had meetings with representatives of Bellway at the Cemetery to discuss the Cemetery extension and the new allotments. Work is progressing well in some areas but there are concerns in others. They are not at the point where Eastleigh Borough Council can begin the 12 month monitoring period. The Clerk was requested to invite the Lead Member of the Cemetery Working Group to future meetings, and to forward a copy of the Section 106 agreement pertaining to the extension. The Clerk was also asked to contact the Chief Executive of EBC regarding lack of response to questions from Borough Council officers.

Action: Clerk

27.6 The Clerk and Cllr Toher had attended the opening ceremony for the new play area in Stoke Park Infants' School, including the Storyteller Throne for which the Council had provided a grant.

27.7 The Clerk informed the Committee that he would be attending Code of Conduct training on June 14th at St Mary's stadium, and that the by-election would take place on Thursday 29th June.

28 Date, time, place and Agenda Items for the next meeting

28.1 The next meeting is scheduled to be on Tuesday 11 July 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

28.2 Agenda Items for this meeting should be received by the Clerk no later than Friday 30 June 2017.

There being no further business, the Chair closed the meeting at 9.15pm

Resolutions to be noted by the Full Parish Council

- 11.1 that Cllr Thornton be elected as Chair of the Finance & General Purposes Committee for the coming year.
- 12.4 that Cllr Winstanley be elected as Vice-Chair of the Finance & General Purposes Committee for the coming year.
- 14.2 that the Minutes of the Finance and General Purposes Meeting held on 11 April 2017 be accepted as a true record.
- 17.2 to accept the reports from the Working Groups.
- 18.5 that the Budget Monitoring and Non-Confidential Payments reports for April and May 2017 be approved.
- 21.2 that the current direct debit payees be approved.
- 23.2 that residents in the Earls Close and Otter Close areas be consulted about possible benches once the Parish by-election has taken place on June 29 2017.
- 26.3 to obtain quotes with a view to tidying and making good the current garden in Glebe Meadow.

Recommendations for consideration by the Full Parish Council

- 19.2 that the Annual Governance Statement for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 20.2 that the Financial Accounts for the year ended 31 March 2017 be approved by Bishopstoke Parish Council.
- 22.2 that £1,000 be granted to Bishopstoke Community Association.
- 22.3 that £500 be granted to the Street Pastors.
- 22.4 that £500 be granted to the Asian Welfare & Cultural Association.
- 24.2 that the Parish Council approve the updated policy regarding problem memorials at the Cemetery.
- 24.3 that the Parish Council approve the updated Cemetery regulations.
- 25.3 that the Parish Council approve the revised allotment tenancy agreement, as amended by the Finance & General Purposes Committee.
- 25.4 that the Parish Council approve the allotment safety advice as amended by the Finance & General Purposes Committee.
- 26.4 that Bishopstoke Parish Council invite companies to design and quote for an updated sensory garden at Glebe Meadow.

BISHOPSTOKE PARISH COUNCIL

Item

Month

3

Budget Monitoring 2017/18

At 30 June 2017

% of the year that has passed

25.0%

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 157,793.20	£ 78,896.20					50.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -						
Burial Board income	£ 10,000.00	£ 1,925.00					19.3%
Allotment income	£ 5,000.00	£ 46.66					0.9%
Carnival	£ 3,500.00	£ -					0.0%
Total income	£ 187,773.87	£ 92,148.53					49.1%
Community services, projects and facilities							
Community projects / facilities	£ 7,000.00			£ -		£ 7,000.00	0.0%
Neighbourhood Plan	£ 2,500.00			£ -			0.0%
Carnival	£ 6,000.00			£ -		£ 6,000.00	0.0%
Travel token scheme	£ 1,200.00			£ 285.50		£ 914.50	23.8%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 455.00		£ 4,545.00	9.1%
Play area/open sp grds mtce	£ 31,000.00			£ 8,870.19		£ 22,129.81	28.6%
Open spaces tree maint.	£ 6,000.00			£ -		£ 6,000.00	0.0%
Shears Mill maint./cleaning	£ 800.00			£ -		£ 800.00	0.0%
Shears Mill utilities	£ 200.00			£ 24.95		£ 175.05	12.5%
PCSO funding	£ 8,000.00			£ 3,698.12		£ 4,301.88	46.2%
Grant Aid	£ 6,000.00			£ -		£ 6,000.00	0.0%
Street pastors	£ 500.00			£ -		£ 500.00	0.0%
Y Zone	£ 25,000.00			£ -		£ 25,000.00	0.0%
Parish Publicity	£ 2,000.00			£ -		£ 2,000.00	0.0%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 169.49		£ 630.51	21.2%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 78.90		£ 1,421.10	5.3%
Sub total	£ 116,500.00		£ -	£ 22,235.18		£ 91,764.82	19.1%

BISHOPSTOKE PARISH COUNCIL

Item

Month

3

Budget Monitoring 2017/18

At 30 June 2017

% of the year that has passed

25.0%

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 5,000.00			£ 458.34		£ 4,541.66	9.2%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 249.99		£ 850.01	22.7%
Cemetery grounds mtce	£ 24,500.00			£ 1,486.74		£ 23,013.26	6.1%
Water charges	£ 100.00			£ -		£ 100.00	0.0%
Tree removal/mtce work	£ 4,000.00			£ 2,257.50		£ 1,742.50	56.4%
General maint	£ 5,000.00			£ -		£ 5,000.00	0.0%
Sub total	£ 39,700.00		£ -	£ 4,452.57	£ -	£ 35,247.43	11.2%
Allotments							
General/equip maintenance	£ 10,000.00			£ 2,314.02		£ 7,685.98	23.1%
Electricity charges	£ 800.00			£ 40.11		£ 759.89	5.0%
Water charges	£ 1,000.00			£ 511.00		£ 489.00	51.1%
Sub total	£ 11,800.00		£ -	£ 2,865.13		£ 8,934.87	24.3%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 12,864.35		£ 40,135.65	24.3%
Election expenses	£ 2,000.00			£ -		£ 2,000.00	0.0%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 648.88		£ 3,351.12	16.2%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 625.00		£ 875.00	41.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,738.00		-£ 38.00	102.2%
Office facility	£ 440.00			£ 108.00		£ 332.00	24.5%
Staff travel & mileage	£ 500.00			£ 113.40		£ 386.60	22.7%
Insurance	£ 2,000.00			£ -		£ 2,000.00	0.0%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 210.00		£ 790.00	21.0%
Sub total	£ 67,490.00		£ -	£ 16,307.63	£ -	£ 51,182.37	24.2%
Total	£ 235,490.00	£ -	£ -	£ 45,860.51	£ -	£ 187,129.49	19.5%

Bishopstoke Parish Council

Finance & General Purposes Meeting

11th July 2017

ITEM

Non-Confidential Payments (June 2017)

Direct debits

BT	Office - Phone - May	£	17.69
British Gas	Shears Mill - Elec - May	£	9.25
British Gas	Allotments - MF - Elec - May	£	20.40
Eon	Office - Elec - Apr	£	21.00

Internet payments

Eastleigh Borough Council	Brookfield Bin replacement and renewal	£	990.00
Eastleigh Borough Council	Bus shelter cleaning (16/17)	£	837.28
Eastleigh Borough Council	Empty Dog Bins - May	£	59.22
Jason Bruno	Brookfield - Fence repair	£	38.40
Jason Bruno	Glebe Meadow - rope removal	£	57.84
Jason Bruno	Allotment - JL - Noticeboard installation	£	162.00
Jason Bruno	Allotment - JL - Shed repair	£	146.40
Jason Bruno	Allotment - JL - Shed repair	£	74.40
Jason Bruno	Cemetery - Hand Rail repair	£	111.24
Jason Bruno	Cemetery - Tree branch removal	£	78.00
Jason Bruno	Old St Mary's - Cross Repair	£	330.84
Jason Bruno	Allotment - MF - Retaining wall construction	£	1,482.72
N J Bryan	Allotments - New taps and pipework	£	613.20
Adastraprojects	Glebe Meadow - solar cabling	£	70.00
HALC	Training Inv 1799	£	72.00
Kestrel Pest Control	Cemetery - Moles	£	192.00
Green Smile	Cemetery Hedge	£	48.00
C A Grant	Travel Tokens and Bags	£	237.00
M&S Enterprises	Allotments - MF - Repair Mower	£	49.32
Green Smile	Ground Maintenance (April 17)	£	3,283.22
Green Smile	Additions (April 17)	£	320.48
Staff	Salary	£	2,727.34
Staff	Mileage	£	42.30
HMRC	Tax / NI	£	797.66
HCC	LGPS	£	843.43

Cheque payments

Out Of Pocket Expenses

Ryman	Clerk Stationery	£	27.46
UPCLK.COM	PDF Architect	£	7.50
software-uc.com	PDF Architect	£	28.50

EBC - Swan Centre	Parking	£	1.30		
W H Smith	Stationery	£	15.96		
				Sub total	£ 80.72

Out Of Pocket Expenses	Assistant Clerk				
Tesco	Topup	£	15.00		
Post Office	Postage	£	1.66		
Screwfix	Ear Defenders - Allotments	£	17.97		
Arco	Hazard Tape	£	22.80		
B & Q	Storage Boxes	£	12.00		
Amazon	Paper	£	25.38		
Post Office	Postage	£	0.76		
Post Office	Postage	£	1.40		
Ink Planet	Ink	£	26.98		
Sainsbury	Topup	£	15.00		
				Sub total	£ 138.95

Total payments **£ 13,952.30**

Do the Numbers Limited
37 Upper Brownhill Road
Southampton, SO16 5NG
023 8077 2341

27th April 2017

David Hillier-Wheal, Clerk
Bishopstoke Parish Council
Parish Office, Riverside
Bishopstoke
SO50 6LQ

Dear David,

Subject: Review of matters arising from Internal Audit for 31 March 2017

Please find below a summary of the matters arising from my review of the records and systems today and earlier in the year. Overall I found the records and systems of the council to be in good order.

Control area	Issue	Recommended Action
Budget setting	The council appears to have based its budget around percentage increases and Band D values rather than activities, service delivery and round numbers.	Band D is for capped larger authorities, not parishes. The Parish budget should be set according to activities.
Budget	The budget, once approved, becomes a public document.	The budget should be included in the signed minutes and on the website.
Expenses and banking	Both the Clerk and deputy incur significant expenses in some months purchasing items for the council. It is also tricky to pay in the carnival money.	The council should look into getting an officer debit card that would allow the Clerk to make appropriate purchases and to pay cash into the account.
Members interests	Some of the Members' interest forms on the website are several years out of date. The set of forms on the borough website is incomplete.	At the May meeting, all members should review and update their forms and a full set sent to EBC for upload. The parish website should link to the EBC page so that the two are always showing the same information.
Transparency code	During 2017/18, BPCs income and expenditure are likely to rise so that it is no longer a "gap" council.	Over the coming months the Clerk should review the required disclosures and update the website, particularly regarding land and assets.

Expense claims	Reclaims of expenses incurred by officers and members are not using a standardised claim form.	It is good practice to use such a form to confirm oversight of such reclaims.
Accounting system	The council is running its accounts on an Excel spreadsheet which is unlikely to be able to cope if the Memorial Hall is included.	The council should look to moving to standardised software such as Omega or Scribe or Edge for 2018/19.
Asset insurance	The council has three mowers in its fixed asset register that appear not to be insured, it is also unclear which officer uses them.	The council need to be sure that users of the assets would be appropriately insured.

If either you or your members have any queries, please do not hesitate to contact me. Please find attached my invoice for the agreed fee of £625.

Regards



Eleanor S Greene

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

11th July 2017
Agenda Item:

Report Subject: Internal Audit final report
Report Author: The Clerk
<p>Executive Summary: This report details the actions that have followed the internal audit report from Do The Numbers</p>
<p>Actions:</p> <ol style="list-style-type: none"> 1) Budget Setting – The budget was set according to need. Only the precept was determined by percentage increases and Band D levels, to determine the level of reserves left at the end of the financial year. No action necessary. 2) Budget – The budget is on the website and has been included in the minutes 3) Expenses and banking – Recommendation is for a debit card. This has been discussed and agreed previously, however complications with bank signatories have led to it being shelved. Bank signatories will be revisited, and then a debit card obtained. 4) Members Interests – All forms now online, Borough being updated, revision of forms taking place in July. 5) Transparency code – ongoing with further training to come. 6) Expense claims – Forms are now being used 7) Accounting system – Omega has been investigated and rejected. Scribe will be looked at in July. Spreadsheets being continued for the time being. 8) Asset Insurance – Mowers were left uninsured as cost of repair more than value of mowers, and likely more than cost of new mower. Will confirm this in July.
Notes:

REPORT TO BISHOPSTOKE PARISH COUNCIL

11th July 2017
Agenda Item: 8 & 9

Report Subject: Cemetery Working Group Recommendations
Report Author: The Clerk
<p>Executive Summary: This report details the two recommendations from the Cemetery Working Group on the July agenda of the Finance & General Purposes Committee</p>
<p>Recommendations: The Parish Council is recommended to:</p> <ol style="list-style-type: none"> 1) Approve the placement of two new, double-sided, Cemetery signs, located on the lampposts either side of Sewell Drive 2) Approve naming the cemetery extension "Stoke Common Cemetery"
<p>Notes:</p> <p>The original sign for Bishopstoke Cemetery was knocked down by one of the developer's lorries. The developer has accepted this and is willing to pay for a replacement to be installed. The original sign was on a post on the left as you exit what is now Sewell Drive. The CWG recommendation is for there to be two new signs, situated on lampposts either side of the entrance to Sewell Drive.</p> <p>One point to note is that whilst the developer has stated they are happy to pay to replace the sign that was destroyed, it may well be the case that they balk at paying for two signs.</p> <p>After asking for suggestions online and following contact to various CWG committee members from residents, the CWG agreed that Stoke Common Cemetery should be the name of the cemetery extension.</p>
<p>Reasons for the Decision: To reinstate signage in a more effect way that indicates the locations of Bishopstoke's Cemeteries To name the Cemetery extension in such a way as to distinguish it from Bishopstoke Cemetery.</p>
<p>Background Papers: Cemetery Working Group notes</p>

David Hillier-Wheal
Clerk to Bishopstoke Parish Council
6th July 2017



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

COMMUNITY RESILIENCE AND EMERGENCY PLAN

EMERGENCY CO-ORDINATOR - CLERK TO BISHOPSTOKE PARISH COUNCIL

EFFECTIVE DATE – June 2015

This plan gives general guidance to the local community only, outlines actions to be taken by responsible groups and organisations and recognises that it is complementary to the County, Borough and Emergency Services plans in existence

Distribution

- 1. Chairman of Bishopstoke Parish Council**
- 2. Hampshire Constabulary – Eastleigh Police Station**
- 3. St Mary’s Church – Secretary to the PCC**
- 4. St Paul’s Church - Secretary**
- 5. Methodist Church – Senior Steward**
- 6. Bishopstoke Neighbourhood Watch Co-ordinator**
- 7. Bishopstoke WI Chairman**
- 8. Eastleigh Borough Council Community Safety and Emergency Planning Manager**
- 9. Hampshire County Council Emergency Planning Officer**
- 10. Fair Oak & Horton Heath Parish Council**
- 11. Bishopstoke Working Men’s Club**
- 12. Hants Fire & Rescue Service**
- 13. Bishopstoke Community Centre**
- 15. Bishopstoke Memorial Hall**
- 16. The Anchor Surgery, Riverside, Bishopstoke**
- 17. Stokewood Surgery, Fair Oak Road, Bishopstoke**

The Plan is also available on the Parish Council website – www.bishopstokepc.uk

Aim and Objectives

Aim – to harness local resources and expertise to enable the community to help itself in a way that complements the response of the emergency services

Objectives

- * **Identify hazards and possible mitigation**
- * **Identify vulnerable groups within the community**
- * **Identify key contacts**
- * **Identify a community emergency management team**
- * **Identify resources available to the community in the event of an emergency**

Activation of the Plan

The Plan will be activated when a member of the Emergency Team considers it necessary to take action in response to an incident and when action cannot be taken effectively without triggering the arrangements outlined in this document.

Emergency Team

Members of the emergency team include the following:

- * **Chair of the Parish Council – Cllr Sue Toher**
- * **Vice-Chair of the Parish Council - Cllr Gin Tidridge**
- * **Clerk/Emergency Co-ordinator - Mr David Hillier-Wheal**
- * **Assistant Clerk - Mrs Cheryl Taylor**
- * **Other Councillors and members of the community as appropriate**

Incident Room

An incident room will be established in one of the following locations:

- * **Parish Office/Memorial Hall, Riverside**
- * **Methodist Church Hall, Sedgwick Road**
- * **Bishopstoke Community Centre, Church Road**
- * **Working Men’s Club, Spring Lane**
- **St Pauls’ Church, Old Fair Oak Road**
- **YZone Youth Facility, Blackberry Drive**

Initial actions

- * **Gather as much information about the situation as possible**
- * **Make contact with the emergency services**
- * **Consider whether you can work safely from your current location or need to move**
- * **Consider whether you need the Parish Council emergency team**
- * **Arrange for contact to be made with those vulnerable members of the community**

- * **Arrange for community resources/organisations to be made available**
- * **Consider whether any additional members of the community need to be involved**

Possible hazards

1. **Flooding**
2. **Total or partial loss of electricity**
3. **Total or partial loss of water**
4. **Total/partial loss of gas supply (commercial or domestic)**
5. **Total or partial loss of telephone**
6. **Major fire**
7. **Major road accident/loss of road access**
8. **Major aircraft accident**
9. **Major storm damage**
10. **Major gas escape, major explosion/suspected unexploded bomb or shell**
11. **Chemical spillage**
12. **Disease**

Role of Emergency Co-ordinator

- * **To maintain the Community Emergency Plan**
- * **To provide a link with the Borough and County Emergency Planning Officers**
- * **To call a community meeting (if required)**
- * **To provide the focal community response to an emergency**

Preparation for an emergency

To allow yourself to be prepared for an emergency you should take time to find out:

Where and how you turn off water, gas and electricity supplies to your home
 The emergency procedures for your children at school
 The emergency procedures for your place of work
 How you would stay in contact with your family
 If any elderly or vulnerable people might need your help
 How to tune into your local radio station using a portable device
 How to contact your household insurers

Ensure you keep a stock of bottled water, ready to eat food and a bottle/tin opener

Stock up on oil, wood, bottled gas or coal if a cold Winter is predicted

Sign up to the free flood warning service offered by the Environment Agency using www.environment-agency.gov.uk or by calling 0845 988 1188

Sign up for Scottish and Southern Electricity's Priority Services Register if you have a disability, chronic illness, are blind/partially sighted, are deaf/hard of hearing, or receive a State pension using www.ssepd.co.uk/PriorityServices

What should you do in an emergency?

Call 999 if there are people injured or a threat to life exists

DO NOT PUT YOURSELF IN DANGER

Listen to the advice of the emergency services

Stay calm and think before taking any action

Try to help others and be reassuring

If you are not involved or might be in danger – **GO IN, STAY IN, TUNE IN** to the local radio

What should you do if you might have to evacuate your home?

Gather together:

A list of useful telephone numbers eg doctor and close relatives

Home and car keys

Toiletries, sanitary supplies and prescribed medication

Battery radio with spare batteries

Torch with spare batteries

Candles with matches/lighters

First aid kit

Mobile phone and charger

Cash and credit cards

Legal documents eg insurance policies, car registration forms, birth certificates

Spare clothes and blankets

If you have time

Turn off electricity, gas and water supplies

Unplug appliances

Lock all doors and windows

If you leave by car, take bottled water, blankets and tune in to your local radio station (BBC Radio Solent 96.1FM)

Councillors, flood wardens or others, will direct you to a safe place.

Flood hazard and major storm damage

If flooding is threatened you should contact the emergency floodline on 0845 988 1188. For the deaf and hard of hearing there is a Minicom service 0845 602 6340.

Sandbags. Hampshire County Council and Eastleigh Borough Council may not be in a position to supply sandbags in the event of an emergency and householders should make their own arrangements **NOW**. Most DIY stores stock them. Alternatively, pieces of wood 12 – 15 inches high and about an inch thick cut to cover the outside of your doors can also provide an effective watertight seal, especially if wrapped in a wet towel or newspaper and nailed to the door jams. Remember to cover up air bricks on external walls.

Synthetic absorbent bags. These are a modern version of sandbags and can be bought empty or filled from most DIY stores. They can be filled with either wet earth or sand and will provide an effective seal.

Sewers and drains. Using no-return valves, plugs, bungs and fixing drain covers can reduce flooding in these areas. Most builders' merchants will advise on this.

Valuables and Documents. Take anything of value upstairs or store above the likely water level at the first sign of a problem.

Coping with a flood. Call your insurance company; check the classified telephone directories under 'Flood Damage' for suppliers of cleaning materials and equipment to dry out your home; contact the gas, electricity and water companies to have your supplies checked before you turn them back on; open doors and windows to ventilate your home; remember to unblock your airbricks when the water has receded; restock any used supplies for the next time! **BEWARE** of contamination and wear protective clothing.

A directory of flood protection products is available from the National Flood Forum at

www.bluepages.org.uk

Loss of electricity

In the event of a full or partial loss of the electricity supply in your property or in the Village or surrounding areas, someone should ring the emergency telephone number 0800 022 7282 from a landline or 0345 072 1905 from a mobile and report the fact. It would be wise to have a stock of torches with batteries or candles to hand in case of a prolonged power failure.

Loss of mains gas service/ toxic gas escape

In the event of a failure of the mains gas supply or escape of mains gas/toxic gas in your property, or in the surrounding areas, someone should ring the emergency telephone number 0800 111 999 and 999 if the gas is believed to be toxic, to report the fact.

If the escape is within your property, open all windows and doors, turn off the gas if possible then leave the premises. **DO NOT USE NAKED LIGHTS OR SWITCH ON ANY ELECTRICAL ITEM.** If the gas is escaping from outside your property, close all windows and doors and stay within the premises.

In all cases, await the advice from the gas/emergency services.

Loss of main drainage

Main sewers. Contact your insurance company for advice regarding the appropriate steps you should take. Someone should ring Southern Water 0845 278 0845 and for general advice Eastleigh Borough Council Environment and Health Services 02380 688068.

Septic tanks. Temporarily block the outflow, if possible, to the soakaway and use the tank as a cesspit. Arrange for the tank to be emptied as soon as possible,

Cesspit. If the cesspit fails due to rising water, arrange for it to be emptied. If it fills again it will be with groundwater and floodwater resulting in minimum pollution. Arrange for the pit to be emptied as soon as possible.

External water leak. If you find a water leak outside your home contact the emergency contact number on 0800 820 999.

Community Resources

Air Ambulance landing sites

The Air Ambulance will land as close as possible to the scene if called out. Larger designated landing areas include Bishopstoke Road Hub playing fields, Glebe Meadow and Brookfield open space. Smaller sites include the BCA playground and the open space adjacent to the Toby Carvery.

Medical/First Aid

In the event of injury or illness within the community, the assistance of professional medical support should be sought in the first instance ie Ambulance and/or Doctor or visit one of the local surgeries.

Tradesmen

The following tradesmen or members of the community with trade skills have volunteered their support in the event of an emergency

Trade/Skill	Name	Contact details	Additional information
Construction	Jason Bruno	07968 183477	Building materiel/transport
Vegetation clearance	Steve Postle	07890 714428	Transport
Rubbish clearance	Jon Dobkin	07979 805181	Transport
Tree surgeon	Colin Luff	07770 955133	Tree clearance
Mechanical services	Dave Piper	07775 611616	Welding/metal work/generator

Transport

The following can be called upon to transport people, essential equipment or provisions in the event of an emergency

Vehicle	Name	Contact details
Light goods	Steve Postle	07890 714428
Light goods	Jason Bruno	07968 183477
Tow truck	Dave Piper	07775 611616

Vulnerable Groups in the Community

Get to know your neighbours and their strengths and where they might need help in an emergency.

Communications

System	Contact
Community Information Boards	Clerk 01794 389220 bishopstoke.pc@btconnect.com
Parish Council	Chairman 07732 635211 s.toher@sky.com
Cascade telephone system –	
David Hillier-Wheal	07469 257570
Cllr Sue Toher	07732 635211
Mrs Cheryl Taylor	07521 735539
Cllr Gin Tidridge	07747 007479
Parish Council Website	David Hillier-Wheal

Volunteer groups

Bishopstoke Good Neighbours Group	Paul Westcott	02380 613949
Bishopstoke Womens Institute	Joyce Burford	02380 614069
Scouts	Lyn Jack	02380 641587
Guides	Christine Bruce	02380 610544
Methodist Church (Property Steward)	Stewart MacLachlan	07979 190768
Bishopstoke Evangelical Church	Paul Hatchard (Pastor)	07799 320728
St Mary's and St Paul's Churches	Richard Wise (Rector)	02380 612192
Age Concern	Gordon Davis	02380 693310
Bishopstoke Community Association	Betty Rice	02380 610134
Brookfield Residents Association	Stuart Palmer	07941 055786
Stoke Residents Association	David Lovegrove	02380 615720

EMERGENCY ACTION CHECK LIST

Activation and call out

- Dial 999 if life or property are threatened in the community by incident or emergency
- Contact the Clerk to the Parish Council/any Councillor
- Complete the log sheet attached recording any decisions you have made and persons to whom you have spoken
- Contact other members of the community that need to be alerted eg
 - Those under threat
 - Volunteers and key holders that may be needed

Contact initially may be to inform them of the emergency or inform them of the current Emergency Service advice regarding any action to be taken

Community Emergency Meeting

- * Is a community emergency meeting necessary
- * Is the venue safe to hold the meeting and can people get there safely
- * Has the Parish Council been informed you are holding a community emergency meeting
- * Has the community been informed there will be a meeting
- * Take a copy of the first agenda to the meeting

CONTACTS

Service/Role	Name	Telephone number	Website/e-mail
Emergency services		999	
Emergency Co-ordinator	David Hillier-Wheal	01794 389220	bishopstoke.pc@btconnect.com
Deputy Co-ordinator	Geoff Harris	02380 615604	geoffg51@yahoo.co.uk
Eastleigh Borough Council		02380 688000	www.eastleigh.gov.uk
EBC Emergency Planning manager	Melvin Hartley	02380 688149	melvin.hartley@eastleigh.gov.uk
Hampshire County Council		01962 841841	www.hants.gov.uk
Emergency Planning Unit HCC		01962 846846	emergencyplanningteam@hants.gov.uk
Police HQ		08450 454545	www.hampshire.police.uk
Fire Service HQ		02380 644000	www.hantsfire.gov.uk
NHS Direct		111	www.nhsdirect.nhs.uk
Environment Agency Floodline		0845 9881188	www.environment-agency.gov.uk
Hampshire Highways		0845 6035633	www.hants.gov.uk/highways

Riverside Doctors' Surgery Out of hours contact		02380 642538 111	
Stokewood Doctors' Surgery Out of hours contact		02380 692000 111	
Parish Council Chair	Cllr Sue Toher	07732 635211	s.toher@sky.com
Parish Clerk	David Hillier-Wheal	07469 257570	bishopstoke.pc@btconnect.com
Community Centre keyholders	Betty Rice Cllr Geoff Harris	02380 610134 02380 615604	geoffg51@yahoo.co.uk
Memorial Hall keyholder	Cllr Susan Toher	02380 651049	s.toher@sky.com
Methodist Church keyholder	Stewart MacLachlan	07979 190768	stewart.maclachlan@yahoo.oc.uk
Working Men's Club keyholder	Peter Gardiner	07776 376607	pjgardiner@btinternet.com
Parish Church	Rev Richard Wise	02380 612192	rwise@talktalk.com
Southern Water		08452 780845	
Scottish & Southern Electricity		0800 0727282 from a landline 0345 0721905 from a mobile	
Gas emergency service		0800 111999	
Met Office weather desk		01392 885680	

LOG SHEET

Date	Time	Information/Decisions/Actions	Initials
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COMMUNITY MAP

Key



Bishopstoke Parish Council

David Hillier-Wheal
BSc (Hons) PGCE
Clerk to the Parish Council

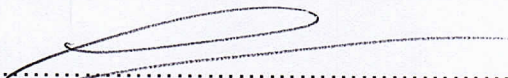
Bishopstoke Parish Office
 Riverside
 Bishopstoke
 Eastleigh
 Hampshire SO50 6LQ

Tel: 02380 643428
 email:bishopstoke.pc@btconnect.com

APPLICATION FOR GRANT AID

1.	Name of Organisation	VICTIM SUPPORT
2.	Address (if applicable)	21A HUNSEY ROAD CHANDLER'S FORD HAMPSHIRE SO53 2FS
3.	Name and address of the person making this application on behalf of the Organisation	LISA JONES AS ABOVE
4.	Your position in the Organisation	SERVICE DELIVERY ASSISTANT
5.	Address to be used for communication (2 or 3 above?)	2
6.	Telephone number and e-mail address	023 8024 0600 HOW-ARE-OFFICE@VICTIMSUPPORT.ORG.UK
7.	If a Registered Charity, please give Charity Number	298028
8.	What are the objectives of the Organisation, and do any "Membership" criteria apply?	TO PROVIDE EMOTIONAL AND PRACTICAL SUPPORT TO VICTIMS AND WITNESSES OF CRIME AND THEIR FAMILIES. OUR FREE AND CONFIDENTIAL SERVICE IS CALLED OUT BY FULLY TRAINED VOLUNTEERS EITHER BY TELEPHONE OR VIA FACE TO FACE APPOINTMENTS
9.	What is your total "Membership", and what proportion or number are resident in Bishopstoke?	ANY RESIDENT WHO IS A VICTIM OR WITNESS OF CRIME CAN ACCESS OUR SERVICES. BETWEEN 11/4/15 - 31/3/16 WE SUPPORTED 137 BISHOPSTOKE RESIDENTS.
10.	What total amount of Grant Aid is sought?	£200.00
11.	For what purpose is the Grant required?	TO PURCHASE SECURITY ITEMS THAT WE PROVIDE FREE OF CHARGE TO VICTIMS AND THEIR FAMILIES SUCH AS PERSONAL ALARMS AND SMALL SECURITY ITEMS FOR THE HOME - DUMMY CCTV, WINDOW OR DOOR ALARMS TO MAKE PEOPLE FEEL SAFER IN THEIR HOMES. THESE USED TO BE FUNDED VIA THE PRISONERS' EARNINGS ACT, HOWEVER THAT FUNDING HAS NOW CEASED AND AS THIS TRULY BENEFICIAL RESOURCE HAS SUCH A POSITIVE IMPACT ON VICTIM'S RECOVERY WE ARE SEEKING FUNDING TO CONTINUE THIS PROVISION

12.	Please provide a financial breakdown of how any Grant will be spent and when it will be spent by and bank account number and sort code	ANY GRANT WILL BE SPENT ON PURCHASING SECURITY ITEMS IT WOULD BE SPENT IN THE 2017/2018 BUDGET SOMERSET 30-00-02 A/C 4115819 LLOYDS
13.	Please state your Organisation's estimated income for the current year	PLEASE SEE ACCOUNTS
14.	Please state your Organisation's estimated expenditure for the current year	" "
15.	Please give details of any other applications for funding that you have made in the past year or are planning to make, with details of the funding source and of the outcome of the application. Highlight any application that relates to the subject matter of this Form.	WE ARE APPLYING TO OTHER TOWNS AND PARISH COUNCILS IN THE AREA WE COVER WITH VARYING SUCCESS

Signature  Date 14/3/17

Please see the attached explanatory notes to assist with correct completion of this Form. After completion, please return the Form to the Clerk to the Parish Council at the address at the head of the Form. Please send: -

1. The completed Application Form.
2. A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
3. A copy of the Organisation's constitution or other governing instrument.
4. Where the Organisation is involved in working with young people, a written statement of your child protection policy, to include adult supervision ratios, and details of the qualifications and / or experience of adults who supervise young people.
5. Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.