

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 7 October 2014

Present: Cllrs Winstanley (Acting Chairman), Harris, Lyon and Toher
Cllr Brown in attendance for Carnival report

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.

126. Apologies

126.1 Cllr Cossey.

127 To Agree the Minutes of the Meeting on 9 September 2014

127.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the meeting held on 9 September 2014 be accepted as a true record.

128. Matters Arising from the above Minutes

128.1 Para 120.1 The Clerk had engaged a tree professional to assess the state of the trees on Council owned land with a report anticipated by early next month.

128.2 Para 122.3 The consultation with residents of Strawberry Mead on whether to remove or repair their open space fencing had illustrated their preference for repair which the Clerk had subsequently authorised.

128.2 Para 122.4 A small saving of £40pa could be made by contracting EBC to undertake litter bin emptying on the Brookfield open space although they would not do the full litter sweeps currently undertaken. The Clerk had confirmed with EBC but would monitor.

129. Declarations of Interest and requests for Dispensations

129.1 Cllr Harris declared a personal interest in the monthly statement of account payments for September.

130. Carnival Working Group's report

130.1 A Carnival budget monitoring report had been circulated with the agenda papers. The report showed an income to date of £3285 and an expenditure of £3543 with a few other transactions yet to be completed. An updated report would be tabled at the next meeting.

Action: Assistant Clerk

131. RFO's Report, Budget Monitoring and Payments

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

131.2 The Clerk reported that as the fixed term contracts for electricity supply to the Parish Office and Shears Mill were coming up for review he had compared the costs of alternative suppliers and had subsequently switched from British Gas to an Eon 3 year fixed term with the potential to save in excess of £200pa based on current usage.

- 131.3 Proposed Cllr Lyon, Seconded Cllr Winstanley, **RESOLVED** with Cllr Harris abstaining (personal interest) that the non-confidential payments tabled for September 2014 and invoices received to date be noted.

132. Asset Management Report

- 132.1 Cemetery and Churchyards. Ten interments had taken place in the year to date and mole treatment was again necessary.
- 132.2 Allotments. A second external notice board had been installed at the request of the tenants to enable them to display photos of their produce.
- 132.3 Play areas. The draft transfer documentation for the Brookfield site was now with our solicitors for review. Replacement costs for a more substantial trampoline in the Otter Close play area were estimated at £6104 plus fitting and some discussion took place on the wisdom of replacing rather than providing a different piece of equipment. The Clerk would further investigate costs and play value together with funding sources.

Action: Clerk

- 132.4 Safety matting. A review of the state of the current safety matting showed that the matting around the Otter Close basket swing and the Brookfield spin bowl was rotting and required replacement to avoid causing an accident. The estimated cost for both locations to lay a long life mulch rather than rubber matting was £1848 ex VAT and although this expenditure would exceed the balance in the play area maintenance budget Members considered it necessary.
- 132.5 Proposed Cllr Toher, Seconded Cllr Lyon, **RECOMMENDED** unanimously that £1848 ex VAT be approved for the replacement of rotting safety matting in the Otter Close and Brookfield play areas.

133. Response to HCC countryside access plan consultation

- 133.1 HCC was consulting on the countryside access plan and seeking both individual and organisation responses. It was thought appropriate to send the e-mail link to all members for an individual reply if they so wished and to table at the forthcoming full council meeting for further debate.

Action: Clerk

134. Review of Standing Orders

- 134.1 Changes in legislation had made it necessary to review the Council's Standing Orders and Financial Regulations and a draft revise had been circulated before the meeting. Included in the draft were terms of reference for the Travel Token and Social Media Working Groups and it was thought appropriate to have these Working Groups meet to comment on their draft terms of reference being finalising Standing Orders. The Assistant Clerk would follow through with the two Groups and arrange suitable meetings after which the agreed drafts would be tabled at the next F&GP Committee meeting for consideration.

Action: Assistant Clerk

135. Review of the Council's Freedom of Information Policy

135. It was timely to review the Council's Freedom of Information and Charging Policy and a draft had been circulated with the agenda papers. No changes were thought necessary.
- 135.2 Proposed Cllr Toher, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council's Freedom of Information and Charges Policy be re-adopted.

136. Clerk's report

- 136.1 General Power of Competence. This power gave councils the ability to do anything that was legal instead of being restricted to the powers contained within the Local Government Act 1974 and it was thought appropriate to consider seeking the necessary training for members in order to

qualify. Training was undertaken by HALC usually at a council meeting and the Clerk would investigate further.

Action: Clerk

136.2 Local Action Group meeting. The Clerk had deputised for the LAC Co-ordinator and chaired the recent LAG meeting at which Police staffing had been discussed; the YZone staff had found their involvement in the Carnival, at which many more young people had shown interest in YZone activities, to be rewarding; and the Police were increasing their patrols of Glebe Meadow in view of the number of small fires recently reported around the skate ramp area.

137. Date, time and place of next meeting

137.1 The next meeting will be on Tuesday 11 November 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

138. Motion for Confidential Business

138.1 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.

139. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for September 2014 (Confidential Business)

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

139.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the September 2014 payments be noted as tabled.

There being no further business, the Chairman closed the Meeting at 9.10.

Summary of Recommendations for consideration by Full Parish Council

- 132.5 that £1848 ex VAT be approved for the replacement of rotting safety matting in the Otter Close and Brookfield play areas.
- 135.2 that the Council's Freedom of Information and Charges Policy be re-adopted.

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

- 127.1 that the minutes of the meeting held on 9 September 2014 be accepted as a true record.
- 131.3 that the non-confidential payments tabled for September 2014 and invoices received to date be noted.
- 138.1 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.
- 139.2 that the September 2014 payments be noted as tabled.

Payments in September 2014 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries and expenses	2135.62
HMRC	Tax/NIC	671.65
HCC	LGPS	537.45
Green Smile Ltd	Grounds maintenance (September)	3246.53
Sarsen Press	Carnival programmes	1080.00