

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 8 June 2010

Present: Cllr Winstanley (Chairman), Cllr Hansell, Cllr McGuinness, Cllr Roling, Cllr Toher and Cllr Uren

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.

1. Election of Chairman

Cllr Hansell, as Vice-Chairman, assumed the chair

1.1 Proposed Cllr Toher, Seconded Cllr Roling, **RESOLVED** unanimously that Cllr Winstanley be re-elected as Chairman of the Finance and General Purposes Committee.

Cllr Winstanley assumed the chair

2. Election of Vice-Chairman

2.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Hansell be re-elected Vice-Chairman of the Finance and General Purposes Committee.

3. Apologies

3.1 None.

4. To Agree the Minutes of the Meeting on 18 May 2010

4.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the meeting held on 18 May 2010 be accepted as a true record.

5. Matters Arising from the above Minutes

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

6. Declarations of Interest

6.1 None declared.

7. RFO's Report and Budget Monitoring

7.1 A budget monitoring report had been circulated with the agenda papers. This was noted.

8. To review and, if appropriate, recommend changes to the approved budget for the current year

8.2 In reviewing the workload of the Assistant Clerk, it was quite clear that her working hours were in excess of the 2 hours per week originally budgeted for; these hours alone were currently taken up with manning the temporary parish office and did not allow for work on the Cemetery or allotments both of which necessitated visits and attendance at site representatives' meetings. In recognition of this, Members thought it necessary to increase the staff salaries budget. At the same time, it had become necessary to provide for maintenance expenditure on the allotments for which no budget had been approved.

8.3 Proposed Cllr Winstanley, Seconded Cllr Roling, **RECOMMENDED** unanimously that funds be vired from general reserve to increase the staff salaries budget by £2500 and to provide an allotments maintenance budget of £1000 for the current year.

9. To consider and, if appropriate, recommend approval of new policy strategies

9.1 In preparing for re-accreditation under the Quality Parish Scheme, it was necessary for the Council to adopt strategies on promoting local democracy and citizenship, community engagement and a statement of training intent. The Clerk had drafted texts for discussion which with minor amendment were agreed.

9.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** that the strategies agreed be adopted by the Council.

10. To consider and, if appropriate, recommend Grant Aid to Home-Start Eastleigh

10.1 Home-Start Eastleigh had requested a grant of £2000 to assist them in meeting their general running costs in providing friendship, support and practical help to local families with young children suffering from isolation and loneliness. Annual grants had been made in previous years between £250 and £500.

10.2 Proposed Cllr Toher, Seconded Cllr Roling **RECOMMENDED** unanimously that £500 be granted to Home-Start Eastleigh.

11. Asset transfer update

11.1 The Clerk reported on aspects of the work now undertaken in managing the Cemetery and the allotments and some of the difficulties arising from incomplete records. The transfer of title documents for the allotments were duly signed and witnessed. He would now open discussion with EBC on further assets to be transferred and the allocation of Section 106 developers' contributions if the play areas and open spaces were to be transferred and report back accordingly. He was also in informal discussion with Green Smile Ltd on further grounds maintenance.

Action: Clerk

11.2 Within the next few years, it would be necessary to acquire more land for burials and the Clerk was seeking information on suitable land for use as a Cemetery. Members were asked to help identify any suitable areas.

Action: All

12. Parish Website

12.1 The Webmaster had completed his update of the website although it remained necessary for individual Members to check the site and their personal details.

Action: All

13. Parish Newsletter

13.1 The Summer edition of the Newsletter was now being distributed and the next edition would be in August in time for the Carnival publicity.

14. Clerk's Report

14.1 Nothing to report.

15. Date, time and place of next Meeting

15.1 The next meeting will be on Tuesday 13 July 2010 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

Action: All

16. Motion for Confidential Business

16.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to the contract with the Webmaster and to an employee's remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

17. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for May 2010 (Confidential Business)

17.1 Members noted the report tabled by the RFO and attached to these minutes.

17.2 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RESOLVED** that payment be made to the staff, as tabled.

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

Summary of Recommendations for Consideration by Full Parish Council

- 8.3 that funds be vired from general reserve to increase the staff salaries budget by £2500 and to provide a maintenance budget of £1000 for the allotments current year.
- 9.2 that the strategies agreed be adopted by the Council.
- 10.2 that £500 be granted to Home-Start Eastleigh.

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

- 1.1 that Cllr Winstanley be re-elected as Chairman of the Finance and General Purposes Committee.
- 2.1 that Cllr Hansell be re-elected Vice-Chairman of the Finance and General Purposes Committee.
- 4.1 that the minutes of the meeting held on 18 May 2010 be accepted as a true record.
- 16.1 that in view of the confidential nature of the business about to be discussed relating to the contract with the Webmaster and to an employee's remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.
- 17.2 that payment be made to the staff, as tabled.