

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 9 February 2010

Present: Cllr Winstanley (Chairman), Cllr B Hansell, Cllr McGuinness, Cllr Pemberton, Cllr Roling, Cllr Toher and Cllr Uren (Items 1 – 8)

In Attendance: Mr P J Storey (Clerk to the Parish Council)

Public Session No members of the public were present.

1. Apologies

1.1 None.

2. To Agree the Minutes of the Meeting on 12 January 2010

2.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the meeting held on 12 January 2010 be accepted as a true record.

3. Matters Arising from the above Minutes

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

4. Declarations of Interest

4.1 Cllrs Winstanley, Roling and Toher declared a non-prejudicial interest in Item 8 (Carnival support).

5. RFO's Report and Budget Monitoring

5.1 The budget monitoring report had been circulated with the agenda papers and was noted.

6. To determine signage and regulations for Cemetery management

6.1 The Clerk drew attention to the current wording on the EBC sign at the entrance to the Cemetery which prohibited smoking and dogs and required children under 12 years of age to be accompanied by an adult. After some discussion, it was agreed that the only sign thought necessary was a name sign with logo and contact details. The Clerk would obtain costs for a suitable sign.

Action: Clerk

6.2 Draft Cemetery regulations had been circulated with the agenda papers. These had been based upon existing EBC regulations and after some minor amendments were agreed although the Clerk would take advice from stonemasons on the installation rules for headstones.

Action: Clerk

At this point it was deemed appropriate to discuss contractors' charges for maintenance and it was agreed to bring forward Items 14 and 15(Confidential business)

14. Motion for Confidential Business

14.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to contractors' quotes and 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.

- 14.2 The Clerk then tabled comparative costs from EBC and Green Smile Ltd for maintaining the Cemetery grounds and Members noted the large disparity in charges quoted against the same specification. Total support was expressed for the lower quote from a local company and the Clerk would draw up a detailed specification against which the contractor could be monitored. It was also noted that Green Smile Ltd would maintain the Old Churchyard and continue to maintain St Mary's Churchyard.
- 14.3 Proposed Cllr Uren, Seconded Cllr Toher, **RECOMMENDED** unanimously that Green Smile Ltd be engaged to maintain the Cemetery and the Old Churchyard for 2010 – 2011 at an annual cost not exceeding £5,000.

The public remained excluded whilst the following confidential business was conducted

15. Consideration of approval for payment of the Clerk's hours of work, mileage and out of pocket expenses for January 2010 (Confidential Business)

- 15.1 Members noted the report tabled by the RFO and attached to these minutes.
- 15.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that payment be made to the Clerk, as tabled.

The Chairman then re-opened the meeting to the public at this point

8. To determine the Assistant Clerk's administrative support for Bishopstoke Carnival

- 8.1 Following the decision to budget up to £500 to cover the time spent by the Assistant Clerk on providing administrative support to the Bishopstoke Carnival Group, it was agreed that this effort should be concentrated upon those tasks for which there was a precedent, such as the traffic plan, and some book-keeping. It was also agreed that tasking the Assistant Clerk should be overseen by those Parish Councillors sitting on the Carnival Group and not by the Chairman of that Group. The Clerk would inform the Carnival Group of this decision and monitor the hours worked by the Assistant Clerk on Carnival related tasks for budget and payment purposes. He would also monitor incidental costs incurred by the Assistant Clerk with a view to reclaiming any substantial costs from the Group.

Action: Clerk

Cllr Uren left the meeting at this point

9. Asset transfer update

- 9.1 The Clerk briefed that various meetings had been held with EBC staff to progress the transfer of assets and that transfer of title documents were now in the hands of our solicitors for comment.

10. Parish Website

- 10.1 Discussions continued with the Webmaster on updating the website including more local pictures on the home page and a 'stop press' facility drawing attention to recent matters of local interest.

11. Parish Newsletter

- 11.1 The next issue was being edited for delivery in early March.

12. Clerk's Report

- 12.1 Nothing to report.

13. Date, time and place of next Meeting

13.1 The next meeting will be on Tuesday 9 March 2010 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

Action: All

There being no further business, the Chairman closed the Meeting at 9.30pm.

Summary of Recommendations for Consideration by Full Parish Council

- 14.3 that Green Smile Ltd be engaged to maintain the Cemetery and the Old Churchyard for 2010 – 2011 at an annual cost not exceeding £5,000.

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

- 2.1 that the minutes of the meeting held on 12 January 2010 be accepted as a true record.
- 14.1 that the motion for Confidential Business be noted.
- 15.2 that payment be made to the Clerk, as tabled.