

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 18 May 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)

Public Session No members of the public were present.

1. Apologies

1.1 Cllr Pemberton.

2. To Agree the Minutes of the Meeting on 13 April 2010

2.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the meeting held on 13 April 2010 be accepted as a true record.

3. Matters Arising from the above Minutes

3.1 The speed review of Bishopstoke roads by the County Council would be undertaken in late Summer.

4. Declarations of Interest

4.1 None declared.

5. RFO's Report and Budget Monitoring

5.1 An updated budget monitoring report was tabled at the meeting and was noted.

5.2 The Clerk confirmed that action had been taken on the minor observations raised by the internal auditor. He also sought Members' signatures on the mandate to change the account PIN number with the Co-operative Bank and these were duly given.

6. To consider and, if appropriate, make recommendations on Cemetery Exclusive Rights of Burial charges for 2010 -2011

6.1 A discussion note on charges for Exclusive Rights of Burial had been circulated with the agenda papers. Cllr Uren queries the need for separate charges for the Right itself and to erect a memorial on the plot when one was not possible without the other but accepted that not all bereaved families would want the same arrangements. It was agreed to review the 30 year Right period in September.

6.2 Proposed Cllr Uren, Seconded Cllr Toher, **RECOMMENDED** unanimously that the charges for the Exclusive Right of Burial for the year 2010 -2011 be £325 for an adult or child grave plot and £225 for an ashes plot.

7. To consider and, if appropriate, recommend adoption of the Financial Accounts and approval of the Statement of Assurance for the year ended 31 March 2010

7.1 The Financial Accounts had been circulate with the agenda papers and no major comments were raised. The Clerk briefed on the procedure to be adopted at the AGM regarding the Statement of Assurance and the greater involvement by Members necessary during the year in satisfying themselves that all was in order.

7.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RECOMMENDED** unanimously that the Financial Statements for the year ended 31 March 2010 be adopted and that the Statement of Assurance be approved.

8. Asset transfer update

8.1 The Clerk reported progress on the transfer of management responsibility for the allotments for which he would soon have the transfer documentation for approval. He would soon open discussion with EBC on further assets to be transferred and report back accordingly.

Action: Clerk

9. Parish Website

9.1 The Webmaster had updated as much of the website as he could. It now remained for individual all Members to check the site and their details in particular to enable the task to be completed.

Action: All

10. Parish Newsletter

10.1 Preparation of the Summer edition of the Newsletter was in hand with delivery confirmed early June. Cllr Winstanley requested that all group and other contact details be checked to avoid incorrect information from being disseminated.

Action: All

11. Clerk's Report

11.1 The Clerk reported that in response to a query received he had established that the street lights in West Drive would be replaced in July 2013. Cllr Roling queried the possible loss of traditional lamp posts and their replacement with a more standard design and the Clerk undertook to establish details of the replacement programme with a view to retaining the traditional posts in certain areas.

Action: Clerk

11.2 With the proposed extension of the Street Pastors initiative into the Bishopstoke area, it was timely to consider a grant towards their additional training costs which amounted to around £300 per trainee. The Chairman was in discussion with the organisers about on-going areas of interest or concern and it was hoped to have up to five volunteers in training to meet this additional commitment. A modest grant of £500 would be of help and Cllr Roling, with her county councillor's hat on, suggested that a bid could be made on her budget for more assistance.

11.3 Proposed Cllr Toher, Seconded Cllr Uren, **RECOMMENDED** unanimously that £500 be granted to the Street Pastors to assist them in meeting the costs of training additional volunteers to undertake work in Bishopstoke.

12. Date, time and place of next Meeting

12.1 The next meeting will be on Tuesday 8 June 2010 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke.

Action: All

13. Motion for Confidential Business

- 13.1 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.

14. To determine the Assistant Clerk's remuneration in the interim

- 14.1 The Clerk had circulated a paper detailing the hours worked by the assistant clerk in her first month which, after allowing for the learning process, showed her working in excess of her contracted two hours per week. It was acknowledged that the original two hours were related to manning the temporary parish office but actual experience showed that more hours were required to cover the day to day administration of both the allotments and the Cemetery. The Cemetery, in particular, had generated more work due to the increased number of interments, the discussions on which had to be handled sympathetically and could be time-consuming. There had also been considerable rewriting of the rules for both the allotments and the Cemetery and the redesign of various forms and notifications to reflect the changes in responsibility.
- 14.2 The assistant clerk's appointment was due review at the end of June when her probationary period expired. There was a clear wish among Members to recognise the contribution made by Mrs Taylor and with this in mind it was thought appropriate to pay her the actual hours worked in the interim with a review of the contracted hours at her three month point. The Committee would consider viring the necessary additional amount from reserves to the staff payment budget at its next meeting.
- 14.3 Proposed Cllr Uren, Seconded Cllr Toher, **RESOLVED** unanimously that the assistant clerk be remunerated for the actual hours worked during her probationary three months and that her contracted hours be reviewed at the expiry of this period.

15. Consideration of approval for payment of the Clerk's hours of work, mileage and out of pocket expenses for March 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 Uren, **RESOLVED** that payment be made to the Clerk, as tabled.

There being no further business, the Chairman closed the Meeting at 9.00pm.

Summary of Recommendations for Consideration by Full Parish Council

- 6.2 that the fees for the Exclusive Right of Burial for the year 2010 -2011 be £325 for an adult or child grave plot and £225 for an ashes plot.
- 7.2 that the Financial Statements for the year ended 31 March 2010 be adopted and that the Statement of Assurance be approved.
- 11.3 that £500 be granted to the Street Pastors to assist them in meeting the costs of training additional volunteers to undertake work in Bishopstoke.

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

- 2.1 that the minutes of the meeting held on 13 April 2010 be accepted as a true record.
- 13.1 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.
- 14.3 that the assistant clerk be remunerated for the actual hours worked during her probationary three months and that her contracted hours be reviewed at the expiry of this period.
- 15.2 that payment be made to the Clerk, as tabled.