

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 14 June 2011

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

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.

78. Election of Chairman

78.1 Proposed Cllr Roling, Seconded Cllr McGuinness, **RESOLVED** unanimously that Cllr Winstanley be re-elected Chairman of the Finance and General Purposes Committee for the year 2011-12.

79. Election of Vice-Chairman

79.1 Proposed Cllr Roling, Seconded Cllr Winstanley, **RESOLVED** unanimously that Cllr Hansell be re-elected Vice-Chairman of the Finance and General Purpose Committee for the year 2011-12.

80. Apologies

80.1 Cllrs Davies-Dear, Toher and Uren.

81. To Agree the Minutes of the Meeting on 10 May 2011

81.1 Proposed Cllr Winstanley, Seconded Cllr McGuinness, **RESOLVED** with Cllr Hansell abstaining (absent) that the minutes of the meeting held on 10 May 2011 be accepted as a true record.

82. Matters Arising from the above Minutes

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

83. Declarations of Interest

83.1 Cllr Winstanley declared a personal interest in the Grant Aid application from the Asian Welfare and Cultural Association.

84. RFO's Report and Budget Monitoring

84.1 A budget monitoring report had been circulated with the agenda papers and was noted. It was agreed that in future a payments schedule detailing information on cheques to be signed at the meeting would be tabled under this agenda item thus enabling fortnightly payments to continue to be made with due approval to the benefit, in particular, of local traders who relied on prompt payment of invoices to ease their cash flow.

85. To consider and, if appropriate, make recommendations on an application for Grant Aid from the Asian Welfare and Cultural Association

85.1 An application had been received from the Asian Welfare and Cultural Association for a grant of £500 to assist in meeting the costs of two of the performances at their annual Mela.

85.2 Proposed Cllr Roling, Seconded Cllr Hansell, **RECOMMENDED** that a grant of £500 be made to the Asian Welfare and Cultural Association to help meet the organising costs of their annual Mela.

86. Asset transfer update

86.1. The Clerk reported that he was still liaising with the Borough on the transfer agreement for the bus shelters and that a formal submission had been made on those play areas and open spaces to be transferred wef 1 April 2012.

87. Parish Website and Newsletter

87.1 The Clerk confirmed that extra space had now been purchased for the website to enable more information to be stored and be accessible on the website and Cllr Winstanley reported that the next issue of the Newsletter would be ready for delivery early next month.

88. Clerk's Report

88.1 Stoke Park Infant School had received an 'outstanding' Ofsted report and the Clerk would write congratulating them.

Action: Clerk

88.2 Following a query raised by the Clerk on water charges for the Cemetery and a subsequent leak of water across the access road, it had been established that the water meter used to determine billing for the Cemetery was not the one providing water to the Cemetery. The Clerk was liaising with Southern Water to remedy the situation.

88.3 Members agreed that the Clerk should continue to liaise with EBC over the provision of a new bus shelter at the junction of Colchester Road and Stoke Park Road.

89. Date, time and place of next meeting

89.1 The next meeting will be on Tuesday 12 July 2011 at 7.30pm in the Methodist Church Hall, Sedgwick Road, Bishopstoke

90. Motion for Confidential Business

90.1 Proposed Cllr Winstanley, Seconded Cllr McGuinness, **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.

91. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for May 2011 (Confidential Business)

91.1 Members noted the report tabled by the RFO and attached to these minutes. In so doing, the Clerk also drew Members' attention to his view that the Assistant Clerk's contracted hours be increased from 5 to 7 per week to more accurately reflect the core working hours. Members agreed that a discussion paper should be tabled for the full Parish Council to consider.

Action: Clerk

91.2 Proposed Cllr Winstanley, Seconded Cllr Hansell, **RESOLVED** unanimously that payments be made as tabled.

There being no further business, the Chairman closed the Meeting at 8.35pm.

Summary of Recommendations for Consideration by Full Parish Council

85.2 that a grant of £500 be approved for the Asian Welfare and Cultural Association

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

- 78.1 that Cllr Winstanley be re-elected Chairman of the Finance and General Purposes Committee for the year 2011-12.
- 79.1 that Cllr Hansell be re-elected Vice-Chairman of the Finance and General Purpose Committee for the year 2011-12.
- 81.1 that the minutes of the meeting held on 10 May 2011 be accepted as a true record
- 90.1 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
- 91.2 that payments be made as tabled.

Payments in May 2011 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries	1664.45
Green Smile Ltd	Grounds maintenance	1220.00
HALC	Audit fee	570.00
Came & Co	Annual insurance	971.07
Total		4425.52