



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Finance, Policy and Resources**  
**Committee held virtually**  
**on Tuesday 4<sup>th</sup> August 2020 at 7.00pm.**



<b>Present:</b>	Cllr T Wilson Cllr B Nicholson Cllr Mrs J Marsh Cllr Mrs P Wilson Cllr Mrs J Wood	Chairman Vice Chairman
<b>In attendance:</b>	Mrs L Edge Mrs H Fisher Mr J Storry	Executive Officer Senior Admin Assistant (Finance) Responsible Finance Officer
<b>Members of the public:</b>	None.	

- FPR024/20 Election of Chairman of the Committee.**  
**Resolved: to elect Cllr T Wilson as Chairman of the Committee.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wood  
4 in favour, 1 abstention.
- FPR025/20 Election of Vice Chairman of the Committee.**  
**Resolved: to elect Cllr B Nicholson as Vice Chairman of the Committee.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wood  
4 in favour, 1 abstention.
- FPR026/20 To receive and accept apologies for non-attendance.**  
All members of Committee present.
- FPR027/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- FPR028/20 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- FPR029/20 Public Session.**  
No members of the public were present.
- FPR030/20 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> July 2020.**  
**Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 7<sup>th</sup> July 2020**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Nicholson  
4 in favour, 1 abstention.
- FPR031/20 Actions arising from the meeting of the Finance, Policy and Resources Committee -7<sup>th</sup> July 2020.**  
Noted.
- FPR032/20 Report from RFO.**  
Report on file for information.  
Mr Storry also reported/commented on the following: Arbutnot Latham mandate for online banking; VAT overstated would be adjusted in next quarter.

FPR033/20

**Finance matters:**

- i) **Payments Schedule – to approve payments.  
Resolved: to approve payments.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Wilson  
All in favour.
- ii) **Bank Account Reconciliations – Month 3 – to note the review by the Chairman.  
Resolved: to note the review of the Bank Account Reconciliations for Month 3.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wood  
All in favour.
- iii) **Parish Council Financial Position Year to Date and Balance Sheet – to note current position.  
Resolved: to note the current position (Issues with RBS reports resolved).**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Marsh.  
All in favour.

FPR034/20

**Halls & Grounds Committee Recommendations for consideration.**

- i) **Financial Matters – to approve the cost savings plan as detailed in HG11/20 (iii) and (iv).  
Resolved: to approve the cost savings plan as detailed in HG11/20 (iii) and (iv).**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour.
- ii) **Halls & Grounds Committee Working Group Meeting Report - to approve the recommendations (i) to (iv) from the Halls and Grounds Working Group.  
Resolved: to approve the recommendations as follows:**
  - **To update the booking conditions for hire of Council facilities to include a clause that all hirers should adhere to Government Guidelines at all times.**
  - **Priory Park clubhouse (social side) to remain closed for the foreseeable future.**
  - **To levy an additional charge to all bookings to cover labour and cleaning materials costs (Regular bookings £10; Country Market/Lunch Clubs £20).**
  - **To allow the temporary use of outside green facilities – licence at a cost of £5 +VAT to be issued. Draft Licence approved.**Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour.
- iii) **Dynamos Football Club – to ratify the recommendations in relation to the Licence and Hire Rates 2020-21 (Minute HG12/20).  
Resolved: to ratify the recommendations of the Halls & Grounds Committee in relation to the Dynamos Licence and Hire Rates 2020-21.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour.

FPR035/20

**Capital Control Report**

Noted.

FPR036/20

**Annual Review of Standing Orders and Terms of Reference.**

**Recommendations from the Chairman and Executive Officer for consideration.**

**Resolved: to approve the recommendations from the Chairman and the Executive Officer and pass to full Council for ratification.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wilson

All in favour.

**Action: Exec Officer**

- FPR037/20 Jubilee Hall Car Park Management – all for consideration.**
- i) Opening date re charging.**  
**Resolved: to approve the charging period commencing 1<sup>st</sup> October 2020 and the six-month season ticket at a cost of £180.00 inclusive of VAT (all subject to confirmation of signage from HCC Legal Department).**  
 Proposed: Cllr Wilson  
 Seconded: Cllr Mrs Wood  
 All in favour.
- ii) Overnight parking.**  
**Resolved: to permit overnight parking on the site (subject to regular review).**  
 Proposed: Cllr Wilson  
 Seconded: Cllr Mrs Wilson  
 All in favour.
- iii) Parking spaces for larger vehicles.**  
**Resolved: to approve the request subject to the purchase of two season tickets.**  
 Proposed: Cllr Wilson  
 Seconded: Cllr Mrs Marsh  
 4 in favour, 1 against.  
 Resident to be advised. **Action: Exec Officer.**
- iv) Enquiries to sell food from vehicles.**  
**Resolved: to refuse the requests to sell food from vehicles in the car park.**  
 Proposed: Cllr Mrs Marsh  
 Seconded: Cllr Mrs Wood  
 4 in favour, 1 abstention. **Action: Exec Officer**
- v) Road Sign legality.**  
 Information concerning the no right turn sign noted. Awaiting response from Ridge.
- vi) Complaints.**  
 Complaint and comments from resident noted. PCSO and CSO aware of issues and have been visiting site and talking to individuals.  
**Resolved: to investigate options and costs for a barrier system using ANPR (automation number plate recognition).**  
 Proposed: Cllr Mrs Wilson  
 Seconded: Cllr Mrs Marsh  
 All in favour. **Action: Exec Officer.**  
 Resident to be advised. **Action: Exec Officer.**
- FPR038/20 Correspondence for consideration – Lakeland, Olympia Fitness and Running.**  
**Use of Hoe Road.**  
**Resolved: to approve a 3-month licence on a trial basis for the use of Hoe Road on the days and times stated. Licence cost £5 + VAT.**  
 Proposed: Cllr Nicholson  
 Seconded: Cllr Mrs Marsh  
 All in favour. **Action: Exec Officer.**
- FPR039/20 Requests for future agenda items.**  
 None at this time.
- FPR040/20 Date of next meeting – Tuesday 1<sup>st</sup> September 2020.**  
 Noted.
- FPR041/20 Motion for confidential business:**  
 The Chairman then moved:  
**That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.**
- FPR042/20 Debtors List for consideration.**  
 Noted - No actions required.  
 There being no further business the meeting closed at 8:32pm.