



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Finance, Policy and Resources**  
**Committee held virtually**  
**on Tuesday 1<sup>st</sup> September 2020 at 7.00pm.**



<b>Present:</b>	Cllr T Wilson Cllr B Nicholson Cllr K Jones Cllr Mrs J Marsh Cllr Mrs P Wilson Cllr Mrs J Wood	Chairman Vice Chairman
<b>In attendance:</b>	Mrs L Edge Mrs E McKenzie Mr J Storry	Executive Officer Deputy Executive Officer Responsible Finance Officer
<b>Members of the public:</b>	None.	

- FPR043/20**    **To receive and accept apologies for non-attendance.**  
All members of Committee present.  
Apologies received from Mrs Fisher, Senior Admin Assistant (Finance).
- FPR044/20**    **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**  
None relating to the business of the meeting.
- FPR045/20**    **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.
- FPR469/20**    **Public Session.**  
No members of the public were present.
- FPR047/20**    **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> August.**  
**Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 4<sup>th</sup> August 2020**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wood  
5 in favour, 1 abstention.
- FPR048/20**    **Actions arising from the meeting of the Finance, Policy and Resources Committee -4<sup>th</sup> August 2020.**  
Noted.
- FPR049/20**    **Report from RFO.**  
Report on file for information.  
Mr Storry also reported/commented on the following: update on Arbutnot Latham mandate actions (for online banking); Castle Water actions.
- FPR050/20**    **Finance matters:**  
i)    **Payments Schedule – to approve payments.**  
**Resolved: to approve payments.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wood  
All in favour.

- ii) **Bank Account Reconciliations – Month 4 – to note the review by the Chairman.  
Resolved: to note the review of the Bank Account Reconciliations for Month 3.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour.
- iii) **Parish Council Financial Position Year to Date and Balance Sheet – to note current position.  
Resolved: to note the current position.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Nicholson  
All in favour.

- FPR051/20 Parish Council Budget Setting 2021/22.**  
**For consideration.**  
**Resolved: Committees to provide a normal budget and contingency to be adjusted to cover possible Covid-19 issues if required.**  
**1.To advise the Committees of the timeline for budget setting.**  
**2.To advise the Committees that no inflation allowance is to be applied unless a specific reason for any other rate is justified and noted.**  
**3.All Salaries and their associated costs will be included in the appropriate Committees budgets following a recommendation to the F,P&R Committee by the Staffing Sub-Committee.**  
**4.Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.**  
**NB: Capital budgets to reflect the current Forward Plan.**  
**5.To agree the working group for this Committee and to arrange date for the first meeting (Cllrs T Wilson, Nicholson and the Executive Officer. Meeting 25.9.20).**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Wood  
All in favour. **Action: TW/BN/Exec Officer**
- FPR052/20 Halls & Grounds Committee Recommendations for consideration.**  
**i) Jubilee Hall Replacement Doors.**  
**Resolved: to ratify the recommendation of the Halls & Grounds Committee to accept the quotation of £13,707.20 + VAT from TDS (Total Door Systems) and recommend this to the Council for ratification.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Jones  
All in favour. **Action: Exec Officer**
- FPR053/20 Capital Control Report**  
Noted.
- FPR054/20 Jubilee Hall Car Park Management.**  
**Update from the Executive Officer and to approve the terms and conditions for the car park.**  
**Resolved: to approve the terms and conditions for the car park as drafted by the Hampshire County Council legal advisors.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wilson  
All in favour.  
Terms and conditions to be published on the Council website. **Action: Exec Officer**
- FPR055/20 Requests for future agenda items.**  
None at this time.
- FPR056/20 Date of next meeting – Tuesday 6<sup>th</sup> October 2020.**  
Noted.

**FPR057/20 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.**

**FPR058/20 Priory Park Boiler.**  
**To consider the quotations received.**  
Quotes not received in time for meeting.  
Noted that the work was not straight forward as there was asbestos involved, the removal of the boiler meant that the door and door frame needed to be removed, the room would need to be reworked. The consumer unit in the pavilion also needed replacing.

**FPR059/20 Hedge Cutting 2020.**  
**To consider the quotations received.**  
**Resolved: to accept the quotation of £1850 + VAT from Frouds for the hedge cutting in 2020.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Nicholson  
All in favour.  
Works to be arranged. **Action: Senior Groundsman**

**FPR060/20 Debtors List for consideration.**  
Noted – only two outstanding – letters had been sent - no further actions required at this time.

There being no further business the meeting closed at 7:36pm.