



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Finance, Policy and Resources
Committee held virtually
on Tuesday 6th October 2020 at 7.00pm.



Present:

Cllr T Wilson	Chairman
Cllr B Nicholson	Vice Chairman
Cllr K Jones	
Cllr Mrs J Marsh	
Cllr Mrs P Wilson	
Cllr Mrs J Wood	

In attendance:

Mrs L Edge	Executive Officer
Mrs E McKenzie	Deputy Executive Officer
Mrs H Fisher	Senior Admin Assistant (Finance)
Mr J Story	Responsible Finance Officer

Members of the public: None.

- FPR061/20** **To receive and accept apologies for non-attendance.**
All members of Committee present.
- FPR062/20** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- FPR063/20** **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.
- FPR064/20** **Public Session.**
No members of the public were present.
- FPR065/20** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1st September 2020.**
Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 1st September 2020.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour.
- FPR066/20** **Actions arising from the meeting of the Finance, Policy and Resources Committee - 1st September 2020.**
Noted.
- FPR067/20** **Report from RFO.**
Noted - Report on file for information.
- FPR068/20** **Finance matters:**
i) **Payments Schedule – to approve payments.**
Resolved: to approve payments.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour.

- ii) **Bank Account Reconciliations – Month 5 – to note the review by the Chairman.**
Resolved: to note the review of the Bank Account Reconciliations for Month 5.
Proposed: Cllr Nicholson
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.
Proposed: Cllr Mrs Wilson
Seconded: Cllr Jones
All in favour.
- iv) **Arbuthnot Latham Account – to approve signatories for the mandate.**
Resolved: to approve the signatories (Cllr Wilson, Cllr Mrs Marsh, Mrs Edge, Mr Story) for the Arbuthnot Latham mandate.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Wilson
All in favour.

FPR069/20 Capital Control Report – for information only.
Noted.

FPR070/20 Committee Budget for 2021/22.
Recommendations from the Working Group for consideration.
Noted that Cllr Jones had provided information concerning an alternative to the current photocopier contract. The Executive Officer would check current agreement and advise.
Action: Exec Officer
Resolved: to approve the recommendations from the Working Group in relation to the Committee budget for 2021/22.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour.

FPR071/20 Purchase of replacement mower deck.
Proposal from Cllr Nicholson for consideration.
Resolved: to recommend to the Council the purchase of the replacement mower deck from DJ Scotts at a cost of £2,000 less any hire charge incurred.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
Action: Exec Officer

FPR072/20 Recommendation from the Halls & Grounds Committee for consideration.
Drawing down of reserves for replacement play equipment and gates.
Resolved: to ratify the recommendation of the Halls and Grounds Committee to draw down reserves of £17,000 to cover the cost of replacement play equipment and gates.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
Action: RFO

FPR073/20 Jubilee Hall Car Park Management.
Update from the Executive Officer.
Noted.

FPR074/20 Requests for future agenda items.
None at this time.

FPR075/20 Date of next meeting – Tuesday 3rd November 2020.
Noted.

FPR076/20

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.

FPR077/20

Staffing Matters.

i) Mrs A Trott – probation sign off for consideration.

Resolved: to agree that Mrs Trott's probationary period is signed off.

To agree the appropriate pay increase (one spine point) (backdated to 4.2.20).

To note and approve the objectives for 2020/21.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Wood

All in favour.

ii) Annual Pay increments for consideration.

Resolved: to approve the Annual Pay increments as tabled with effect from 1.4.20.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wood

All in favour.

There being no further business the meeting closed at 7:32pm.