



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Finance, Policy and Resources
Committee held at the Priory Park Clubhouse, Elizabeth Way, Bishop's Waltham
on Tuesday 1st June 2021 at 7.30pm.



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

Non- Committee Members: None

In attendance: Mrs L Edge Executive Officer
Mrs E McKenzie Deputy Executive Officer
Mrs H Fisher Senior Admin Assistant (Finance)
Mr J Storry Responsible Finance Officer

Members of the public: None.

- FPR001/21 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.
- FPR002/21 Election of Vice Chairman of the Committee.**
Resolved: to elect Cllr K Jones as Vice Chairman of the Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
4 in favour, 1 abstention.
- FPR003/21 To receive and accept apologies for non-attendance.**
Cllr Iro – work commitment.
Resolved: to receive and accept apologies for non-attendance as tabled.
Proposed: Cllr Mrs Wood
Seconded: Cllr Mrs Marsh
All in favour
- FPR004/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
Nothing relating to the business of the meeting.
- FPR005/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
Nothing relating to the business of the meeting.
- FPR006/21 Public Session.**
No members of the public were present.
- FPR007/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th May 2021.**
Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 4th May 2021.
Proposed: Cllr Mrs Wood
Seconded: Cllr Jones
4 in favour, 1 abstention.

- FPR008/21** **Actions arising from the meeting of the Finance, Policy and Resources Committee - 4th May 2021.**
Noted.
FPR201/20 CA Lease Agenda item next meeting. **Action: TW/Exec Officer**
- FPR009/21** **Report from RFO.**
Report noted.
Mr Storry reported/commented on the following:
Water meter replacement; VAT refund.
Income from electric charges in Jubilee Hall car park to be checked. **Action: Exec Officer**
- FPR010/21** **Finance matters:**
i) Payments Schedule – to approve payments.
Resolved: to approve the payments as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
ii) Bank Account Reconciliation Month 1 – to note the review by the Chairman.
Resolved: to note the review of the Bank Account Reconciliations Month 1 by the Chairman.
Proposed: Cllr Jones
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 Financial Position Year to Date and Balance Sheet.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
- FPR011/21** **Capital Control Report - for information only.**
Noted.
- FPR012/21** **Comparison of actual income and expenditure 2020/21 by code – to note.**
Resolved: to note the Comparison of actual income and expenditure 2020/21 by code.
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.
- FPR013/21** **Jubilee Hall car park extension final costs – to note.**
Resolved: to note the Jubilee Hall car park extension final costs.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
- FPR014/21** **Community Infrastructure Levy Funding Allocations – for approval.**
Resolved: to approve the Community Infrastructure Levy Funding Allocations, whilst noting that projects may change following the facilities review being undertaken by the Halls & Grounds Committee.
Proposed: Cllr Mrs Wood
Seconded: Cllr Jones
All in favour.
- FPR015/21** **Deed of Access:**
i) Deed of Access Policy
ii) Deed of Access.
For approval.
Resolved: to approve the Deed of Access Policy and Deed of Access.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour.

- FPR016/21** **Current Grant Opportunities- for consideration.**
Noted that the Planning & Highways Committee intended to apply for an HCC Councillor's grant for the reprint of the Footpath Leaflet.
- FPR017/21** **Requests for future agenda items.**
None at this time.
- FPR018/21** **Date of next meeting – Tuesday 6th July 2021.**
Noted.
- FPR019/21** **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.
- FPR020/21** **Staffing Sub- Committee.**
i) Minutes of the meeting held 19.5.21 – for information only.
Noted.
ii) To consider the recommendations from the Sub-Committee.
Resolved: to approve the recommendations from the Sub-Committee in relation to
1) Staff Appraisals
2) Executive Officer role
3) Planning & Highways Committee Clerk/West Hoe Cemetery Management Committee Clerk
4) Changes to job descriptions RFO, Admin Assistant (Finance), Halls Manager.
To recommend all to the Parish Council.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour. **Action: Exec Officer**
- FPR021/21** **Debtors List for consideration.**
Noted – no action required at this time.

There being no further business the meeting closed at 8:34pm.