

# BISHOP'S WALTHAM PARISH COUNCIL

Minutes of the meeting of the Finance, Policy and Resources  
Committee held at Jubilee Hall, Little Shore Lane, Bishop's Waltham on  
Tuesday 7<sup>th</sup> February 2017 commencing at 7.30pm.

**Present:**

Committee Members

Cllr R Howe  
Cllr T Wilson  
Cllr Mrs J Marsh  
Cllr B Nicholson  
Cllr Mrs P Wilson

Chairman  
Vice Chairman

Non-Committee Members

None

Also in attendance

Mrs L Edge  
Mrs E McKenzie  
Mr J Storry

Clerk  
Administration Officer  
RFO

Members of public

None.

**FPR135/16**     **To receive and accept apologies for non-attendance**  
All Councillors present.

**FPR136/16**     **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**  
None relating to the business of the meeting.

**FPR137/16**     **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**  
None relating to the business of the meeting.

**FPR138/16**     **Public Session.**  
No members of the public were present.

**FPR139/16**     **Minutes of the meeting of the Finance, Policy and Resources Committee 3<sup>rd</sup> January 2017.**  
**Resolved: to approve the minutes of the meeting of the 3<sup>rd</sup> January 2017.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Wilson  
All in favour.

**FPR140/16**     **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3.1.17.**  
Noted.

**FPR141/16**     **Parish Council Financial Position Year to Date and Balance Sheet.**  
Noted.  
Cllr Wilson noted that all but one of his queries had been answered/actioned.

- FPR142/16**      **Report from RFO.**  
 Mr Storry reported/commented on the following:  
 New contract for gas at the Jubilee Hall, prices confirmed, VAT 4<sup>th</sup> quarter return submitted and repaid, option to tax for Priory Park to be investigated.  
**i) Income & Expenditure 2016/17**  
***For information only.***  
 Noted.  
**ii) Financial Variances January 2017.**  
***For information only.***  
 Noted.  
 Replacement boiler for Jubilee Hall– agenda item for PC meeting.      **Action: Clerk**  
 Ground source heat pump – Cllr Nicholson to investigate.      **Action: Clerk**
- FPR143/16**      **Financial Transfers relating to ‘Earmarked Reserves’ Accounts.**  
**Paper from Cllr Wilson.**  
**For consideration.**  
**1. Resolved: that the RFO actions the increase in the Earmarked Reserve Accounts as budgeted for the 2016-17 Financial Year.**  
**Replace Play Area Equipment £3,500**  
**Replace Tractor £3,500**  
**Replace Transit Van £2,000**  
**Buildings Renovations £5,000**  
**Resurface Tennis Courts £2,000**  
**Replace Topper (£5,400) (NB Reduction due to over provision in prior years).**  
**A total net increase of £10,600.**  
 Proposed: Cllr Mrs Marsh  
 Seconded: Cllr Nicholson  
 All in favour.      **Action: RFO**
- 2. Resolved: that the RFO actions the reduction in the Earmarked Reserves Accounts as agreed at the F, P&R November Meeting to compensate for the following Equipment replacements:**  
**Replacement Aerial Runway at Priory Park £10,300**  
**Replacement Basket Spring at Hoe Road £2,800**  
**Replacement “Wet Pour” areas at Oak Road £8,400**  
**A total net reduction of £21,500.**  
 Proposed: Cllr Nicholson  
 Seconded: Cllr Wilson  
 All in favour.      **Action: RFO**
- FPR144/16**      **Internal Auditor’s Report August – November 2016.**  
**To note the report from the Internal Auditor and refer to Council.**  
**Resolved: to note the report from the Internal Auditor and refer to Council.**  
 Proposed: Cllr Mrs Marsh  
 Seconded: Cllr Howe  
 All in favour.      **Action: Clerk**
- FPR145/16**      **Grant applications for consideration:**  
**i) Meon Valley Carers Group.**  
**Resolved: to arrange meeting with representatives from the Meon Valley Carers Group to discuss possible assistance from the Council.**  
 Proposed: Chairman  
 All in favour.  
 Clrs Howe and Nicholson to attend on behalf of the Council.      **Action: Clerk/RH/BN**

**ii) Bishop's Waltham Parish Fishing Club.**

**Resolved: to recommend a Section 137 grant of £700 is awarded to the Bishop's Waltham Parish Fishing Club in the Council year 2016/17.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Howe

All in favour.

Refer to Council.

**Action: Clerk**

Letter to be sent to Sainsbury's re the vegetation on the verge bordering the main road.

**Action: Clerk**

**FPR146/16**

**Review of Terms of Reference for Committees.**

**For consideration.**

**Resolved: to amend the terms of reference as tabled.**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Nicholson

All in favour.

Copies of new terms to be sent to all Councillors.

**Action: Clerk**

**FPR147/16**

**CIL Projects.**

**i) Update – for information only.**

Noted.

**ii) Request from the Community Development Committee for consideration.**

**Resolved: that the Council requests matched funding of £45,000 from both HCC and WCC CIL funds from the Bishop's Waltham developments to go towards the Botley to Bishop's Waltham Bridleway Project.**

Proposed: Chairman

All in favour.

**Action: Clerk/RS**

**FPR148/16**

**Analysis of Parish Council Revenue Expenses & Income.**

**i) Expense and Income Analysis - All Parish Council Sites and Activities**

**ii) Financial Subsidy Levels - Halls & Grounds Facilities**

**Reports from Cllr Wilson.**

**For consideration.**

All noted.

**FPR149/16**

**Forward Plan.**

**List of actions and updates.**

Noted.

**FPR150/16**

**Councillors/Clerk reports**

None at this time.

**FPR151/16**

**Requests for future agenda items**

Asset Register report.

**FPR152/16**

**Date of next meeting - Tuesday 7<sup>th</sup> March 2017.**

Noted.

Cllr Nicholson tendered his apologies for this meeting.

**FPR153/16**      **Motion for confidential business:**  
**The Chairman then moved:**  
**“That in view of the confidential nature of the business about to be transacted involving staffing matters as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw.”**

**FPR154/16**      **Staffing Matters for consideration.**  
**i) Correspondence: Mrs Mar-Molinero.**  
**ii) Staffing recommendation from Clerk.**  
**Resolved: to agree the request from Mrs Mar-Molinero to reduce her hours with effect from 1.2.17 and to offer Mrs Harris the 5 hours per week to cover the Administration Assistant role on a temporary basis to be reviewed, along with Mrs Mar-Molinero’s hours in September 2017.**  
**To amend Mrs Harris’ job title to ‘Halls Manager’ and to include the following in her job description “to deputise for the Administration Assistant in their absence”.**  
**Proposed: Chairman**  
**All in favour.**

There being no further business the meeting closed at 9.10pm.