

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 6th June 2017 commencing at 7.30pm.

Present:

Committee Members

Cllr R Howe	Chairman
Cllr T Wilson	Vice Chairman
Cllr S Jones	
Cllr B Nicholson	
Cllr R Shields	
Cllr Mrs P Wilson	

Non-Committee Members

None.

Also in attendance

Mrs E McKenzie	Administration Officer
Mr J Storry	RFO

Members of public

None.

FPR001/17

To elect the Vice Chairman of the Committee.

Nomination: Cllr T Wilson

Resolved: to elect Cllr Wilson as Vice Chairman of the Committee.

Proposed: Cllr Nicholson

Seconded: Cllr Shields

All in favour.

FPR002/17

To re-appoint working parties:

i) Jubilee Hall facility improvements.

ii) CIL projects.

Resolved: to re-appoint the working parties as tabled.

Proposed: Cllr Nicholson

Seconded: Cllr T Wilson

All in favour.

FPR003/17

To receive and accept apologies for non-attendance

Cllr Mrs Marsh - indisposed.

Resolved: to receive and accept apologies for non-attendance as tabled.

Proposed: Cllr Nicholson

Seconded: Cllr T Wilson

All in favour.

FPR004/17

To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR005/17

To receive and accept any Declarations of personal, pecuniary and non-pecuniary interests on items on the agenda.

Cllr Shields – agenda item 13.

- FPR006/17** **Public Session.**
No members of the public were present.
- FPR007/17** **Minutes of the meeting of the Finance, Policy and Resources Committee 2nd May 2017.**
Resolved: to approve the minutes of the meeting of the 2nd May 2017 with amendment to show Cllr Jones present as non-Committee member.
Proposed: Cllr Mrs Wilson
Seconded: Cllr T Wilson
4 in favour, 2 abstentions.
- FPR008/17** **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2.5.17.**
Noted.
FPR142/16 – Info sent to contractors following site visits. Awaiting reply.
FPR091/16(iii) – Legal advice being sought.
FPR128/16 & FPR180/16 & FPR147/16 - to be combined. Disappointment expressed that there were delays in meetings. Clarification required on CIL process. Cllr Shields provided information re WCC and BWPC slice of CIL.
FPR200/16 – Cllr T Wilson and Clerk have reviewed Council policies other working parties still to meet.
- FPR009/17** **Parish Council Financial Position Year to Date and Balance Sheet.**
Cllr Wilson explained that financial reporting process:
Committees – F, P & R – Council.
All Standing Committee Chairmen now sit on F, P & R.
Accruals undertaken at end of financial year – not each month.
Balance Sheet – RFO advised that current practice is to transfer funds instantly between the Barclays current and active saver accounts. Transfers to the Barclays accounts from the Arbutnot Latham call account would takes 3 days and from the notice account 100 days. The latter would also involve a notice given account. Current rates of interest: active saver account 0.19%, call account 0.05%, notice account 0.60%. Following discussion, it was agreed that it was safer to have two or more separate accounts. FSCS cover effective 30 January 2017 is £85,000 per financial institution.
Resolved: to note the Parish Council Financial Position Year to Date and Balance Sheet.
Proposed: Chairman
All in favour.
- FPR010/17** **Report from RFO.**
Mr Storry reported/commented on the following:
Priory Meadow repayments – 3 more payments remain outstanding.
Public Conveniences - invoices being chased.
Outlook according to office information – deficit in first quarter predicted.
Vice Chairman forecast an overspend by the end of the year and warned all Committees to be cautious with spending.
i) Income & Expenditure 2017/18
For information only.
Noted.
ii) Financial Variances April 2017.
For information only.
Noted.

- FPR011/17** **Annual Return for financial year ended 31 March 2017.**
i) Section 1- Annual Governance Statements 2016/17.
Resolved: to approve Section 1 – Annual Governance Statements 2016/17 and refer to Council.
Proposed: Chairman
All in favour.
- ii) Section 2- Accounting Statements 2016/17.**
Resolved: to approve Section 2 – Accounting Statements 2016/17 and refer to Council.
Proposed: Cllr Wilson
Seconded: Cllr Shields
All in favour
RFO to explain the source of the surplus income reported – was it lack of control in petty cash system or monies found on premises and not claimed?
Action: Clerk
Action: RFO
- FPR012/17** **Comparisons of Annual Income & Expenditure Actual by Code.**
For information only.
Cllr Wilson presented the paper for information.
Noted that gas could be an under-budget item.
- FPR013/17** **Grant Applications for consideration:**
i) Bishop’s Waltham North Pond Conservation Group.
Discussion: A charitable event, so deserving of a grant. The budget should assume the profit goes to the charity after all expenses have been paid, with the ticketed priced accordingly. The Parish Council should support the charity direct, if it is going to.
Resolved: to recommend a Section 137 grant of £121.50 for the Bishop’s Waltham North Pond Conservation Group in 2017/18.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
3 in favour, 2 against, 1 abstention.
- ii) Bishop’s Waltham Festival.**
Discussion: A late notice application to cover the hall hire cost. The PC is not receiving income to fund hall expenses. Organisation’s reserves should be factored into any decision.
Resolved: to decline the grant request from the Bishop’s Waltham Festival.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour.
- iii) Bishop’s Waltham Photographic Society.**
Discussion: funding a speaker system for once a month use by an individual society is an extravagance. Other societies have similar needs. Better that halls are suitably equipped for use by all hiring organisations. Specialist equipment for members should be purchased and then hired out to members – the wider community should not pay for specialist items.
Resolved: to decline the grant request from the Bishop’s Waltham Photographic Society.
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour.
Letter to be sent to St Peter’s re consideration of purchase of speaker system for the Church Hall.
Action: Clerk

