# **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 3<sup>rd</sup> October 2017 commencing at 7.38pm

Present:

<u>Committee Members</u>

Cllr R Howe
Cllr T Wilson

Vice Chairman

Cllr S Jones Cllr Mrs J Marsh Cllr B Nicholson Cllr Mrs P Wilson

Non-Committee Members None

Also in attendance Mrs L Edge Clerk Mr J Storry RFO

Members of public 1

FPR051/17 To receive and accept apologies for non-attendance

Cllr Shields - family commitment.

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

Proposed: Cllr Mrs Marsh Seconded: Cllr Howe

All in favour.

FPR052/17 To receive and accept Declarations of Disclosable Pecuniary Interests on items on

the agenda

None relating to the business of the meeting.

FPR053/17 To receive and accept any Declarations of personal, pecuniary and non-pecuniary

interests on items on the agenda

None relating to the business of the meeting.

FPR054/17 Public Session

Mrs Quiney addressed the Committee on the draft licence for the proposed Music Festival in 2018. She suggested that advance notice of the event should be given to all

households in the vicinity.

FPR055/17 Minutes of the meeting of the Finance, Policy and Resources Committee 5th

September 2017

Resolved: to approve the minutes of the meeting of the 5<sup>th</sup> September 2017.

Proposed: Cllr Mrs Wilson Seconded: Cllr Mrs Marsh

All in favour.

FPR056/17 Actions Arising from the minutes of the meeting of the Finance, Policy and

**Resources Committee 5.9.17.** 

Noted.

## FPR057/17 Parish Council Financial Position Year to Date and Balance Sheet.

Noted that reports are up to date following the restructuring.

Resolved: to note the Parish Council Financial Position Year to Date and Balance

Sheet.

Proposed: Cllr Mrs Marsh Seconded: Cllr Nicholson

All in favour.

### FPR058/17 Report from RFO.

i) Income & Expenditure 2017/18.

For information only.

Noted.

ii) Financial Variances August 2017.

For information only.

Noted.

iii) Report on meeting with Barclays Relationship Manager.

For information only.

Noted.

iv) Financial Supplement.

To note the comments from the External Auditor and to agree the action plan. Resolved: to note the comments from the External Auditor and agree the action plan.

Proposed: Chairman

All in favour.

#### FPR059/17 Interim Internal Audit Report (2017/2018) April 2017 – August 2017.

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 Jones

All in favour. Action: Clerk

#### FPR060/17 Annual Fixed Assets Check.

To consider the arrangements for this check.

Resolved: Annual Fixed Assets check to be undertaken by Cllr Mrs Marsh, The Administration Officer, the Halls Manager and the Senior Groundsmen with assistance from the Clerk if required.

Proposed: Chairman

All in favour. Action: JM/EMc/FH/TV/LE

#### FPR061/17 Policies Review.

To note Review.

Resolved: to note the review of policies as tabled.

Proposed: Chairman

All in favour.

# FPR062/17 Roof Repairs at Hoe Road and window replacements at Priory Park.

Paper from CIIr T Wilson for consideration.

Cllr Wilson presented his paper.

Resolved: to approve both of these projects provided that quotations are received in line with Parish Council Procedures and their selection does not cost more than £30,000 in total.

Proposed: Cllr Mrs Wilson Seconded: Cllr Mrs Marsh

All in favour.

#### FPR063/17 Recommendation from the Halls & Grounds Committee for consideration.

Music Festival 2018, Hoe Road - Draft Agreement.

Resolved: to approve the draft agreement for the Music Festival in 2018 with the following addition:

"The Licencee shall at all times comply with any directions given by the District Council Head of Environmental Services and the South Downs National Park regarding the number of people attending the event (maximum 1500 per day)."

Proposed: Cllr Mrs Wilson Seconded: Cllr Mrs Marsh 5 in favour, 1 abstention.

Event to be publicised in the Council's newsletter in March and June 2018.

**Action: Admin Asst** 

#### FPR064/17 Forward Plan.

List of actions and updates

Noted

#### FPR065/17 Councillors/Clerk reports

None at this time

### FPR066/17 Requests for future agenda items

None at this time.

#### FPR067/17 Date of next meeting - Tuesday 7th November 2017

Noted.

#### FPR068/17 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.

Mr Storry left the meeting.

## FPR069/17 Staffing Matters.

Paper from the Clerk for consideration.

Resolved: to make a payment to cover the staff member's hours in hand, to allow overtime to be accrued and repaid for the next month. Management of Overtime policy to be considered at next meeting.

Proposed: Chairman

All in favour. Action: Clerk

There being no further business the meeting closed at 9.15pm.