

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 7th November 2017 commencing at 7.38pm

Present:

<u>Committee Members</u>	Cllr R Howe	Chairman
	Cllr T Wilson	Vice Chairman
	Cllr S Jones	
	Cllr Mrs J Marsh	
	Cllr B Nicholson	
	Cllr R Shields	
	Cllr Mrs P Wilson	

Non-Committee Members None

<u>Also in attendance</u>	Mrs L Edge	Clerk
	Mr J Storry	RFO

Members of public 1

FPR070/17 **To receive and accept apologies for non-attendance**
None received.

FPR071/17 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**
Cllr Nicholson – agenda item 11.

FPR072/17 **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.

FPR073/17 **Public Session**
Mr Adrian Rutter addressed the Committee on the Youth Club grant application. Funding was being requested to support the appointment of two-part time youth workers.

FPR074/17 **Minutes of the meeting of the Finance, Policy and Resources Committee 3rd October 2017.**
Resolved: to approve the minutes of the meeting of the 3rd October 2017.
Proposed: Cllr Mrs Wilson
Seconded: Cllr Nicholson
All in favour.

FPR075/17 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 5.9.17.**
Noted.

FPR076/17 **Parish Council Financial Position Year to Date and Balance Sheet.**
Resolved: to note the Parish Council Financial Position Year to Date and Balance Sheet.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.

- FPR077/17** **Report from RFO.**
i) Income & Expenditure 2017/18.
For information only.
Noted.
- ii) Financial Variances September 2017.**
For information only.
Noted.
- iii) Financial Supplement.**
Noted.
- FPR078/17** **VAT 'Option to Tax' Priory Park Clubhouse.**
Paper from the RFO - for consideration.
Mr Storry presented the paper.
Resolved:
1. To approve the recommendation to opt to tax VAT at the Priory Park Clubhouse.
2. To authorise Mr John Storry to act on behalf of the Council concerning matters of VAT.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson.
It was hoped that this would take effect from 1.1.18 – letters to be sent to hirers.
Action: Clerk/Halls Manager.
- FPR079/17** **Allowances 2017/18**
i) Chairman's Allowance.
To approve payment of the allowance for 2017/18.
Resolved: to defer consideration of this matter until the March 2018 meeting (following a request from the Chairman of the Council).
Proposed: Cllr Wilson
Seconded: Cllr Howe
All in favour. **Action: Clerk**
- ii) Councillors' allowance – proposal from the Chairman for consideration.**
Resolved: to approve a discretionary allowance of £50 per Councillors to be taken, if required, at the end of the financial year beginning in the 2018/19 year.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson
6 in favour, 1 against.
- Cllr Nicholson left the room.
- FPR080/17** **Correspondence for consideration: West Hoe Cemetery Management Committee.**
i) Request for funding.
Resolved: to approve the request for funding of £4,000 for the West Hoe Cemetery Management Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Howe
All in favour. **Action: RFO**
- ii) Budget for 2018/19.**
Noted.
- Cllr Nicholson returned to the room.

FPR081/17 **Committee Budget Setting 2018/19.**
Recommendations from the Committees.
For consideration.
Discussion points:
2017/18 estimates and budgets.
Salaries.
HCC funding for Parish and Town Councils – to be allocated via HALC (details to come).
Review of income – potential for increase?
Contingency figures proposed.
Noted large increase in PEH budget.
Resolved: to increase the contingency (spend) to 5% and to recommend the budget to the Council for approval.
Proposed: Chairman
All in favour. **Action: Clerk**

FPR082/17 **Grant Applications for consideration**
i) St Peter's PCC.
Discussion points:
Proposed closure of the churchyard – reduction in maintenance?
Increase in funding for the West Hoe Cemetery in 2018/19.
Grant supports employment not volunteers.
Large balance held by the PCC £300,000+
Resolved: to recommend a Section 214 grant of £1,000 for the St Peter's PCC in the Council year 2017/18. To advice PCC that funding would not be available in future years due to budget constraints and the need to support the Council's cemetery.
Proposed: Chairman
6 in favour, 1 against.

ii) BW Youth Club.
Discussion points:
Concern over the sustainability of the proposal.
Noted that all local voluntary organisations were finding it difficult to recruit volunteers.
Would the Council be setting a precedent in granting any funding for this reason?
Noted that PC Forward Plan aimed to support the youth in the parish.
Grants are available for youth projects.
Youth Hall Trust had offered matched funding.
Resolved: to recommend a General Power of Competence grant of £3,000 for the Bishop's Waltham Youth Club in the Council year 2017/18 on condition that matched funding is found (evidence to be provided). This would be a one-off grant due to the special circumstances.
Proposed: Cllr Nicholson
Seconded: Cllr Howe
All in favour.
Recommendations to be passed to Council. **Action: Clerk**

FPR083/17 **Overtime/TOIL Policy.**
To consider the draft policy.
Resolved: to approve and adopt the policy as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.

- FPR084/17** **Forward Plan.**
List of actions and updates
Noted
- FPR085/17** **Councillors/Clerk reports**
None at this time
- FPR086/17** **Requests for future agenda items**
Cllr Wilson – review of admin charges. **Action: TW/Clerk**
- FPR087/17** **Date of next meeting - Tuesday 5th December 2017**
Noted.
- FPR088/17** **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.
- FPR089/17** **Staffing Matters.**
Paper from the Clerk for consideration.
Resolved: To appoint Mrs Hannah Fisher as Administration Assistant to the Council. Starting Salary as tabled and to approve the contract for the role as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson
All in favour.

There being no further business the meeting closed at 9.33pm.