

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 5th September 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 0

<u>Also in attendance</u>	Mrs E McKenzie	Administration Officer
	Mr J Storry	RFO

Members of public 1

FPR033/17 **To receive and accept apologies for non-attendance**
None tabled.

FPR034/17 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda**
None relating to the business of the meeting.

FPR035/17 **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.

FPR036/17 **Public Session**
Mrs Quiney understood that the Parish Council were considering increasing office space for its employees and wished to strongly recommend that the Council planned a purpose-built office sufficient for all staff, councillors and visitors. She noted that the land to the rear of the Jubilee Hall was available. The Chairman noted these comments and thanked Mrs Quiney for her contribution.

FPR037/17 **Minutes of the meeting of the Finance, Policy and Resources Committee 4th July 2017**
Resolved: to approve the minutes of the meeting of the 4th July 2017.
Proposed: Cllr Mrs P Wilson
Seconded: Cllr Mrs J Marsh
All in favour.

FPR038/17 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 6.6.17**
Noted.
FPR09/16(iii) The notes should read 'additional information *is being* sourced'.
The Ground Source Heat Pump quotation and recommendation was still being pursued.
Cllr Shields was organising a meeting with WCC about CIL funding.
The Policies Review was now complete and would be tabled as an agenda item in the near future.

The Southern Parishes Meeting held on Monday 4th September was felt to be a very worthwhile gathering. The next such meeting was scheduled for the end of November.

ACTION: Clerk to liaise with local clerks to check attendance numbers and use the Ruby Room if more suitable a venue. **ACTION: Clerk**

FPR039/17 **Coding Structure – RBS Software**

Paper from Cllr Wilson for information only.

Cllr Wilson explained the paper, clarifying the benefits of restructuring the coding structure, and invited comment. The Chairman thanked Cllr Wilson, the RFO and the Administration Assistant for their work on this project. Cllr Wilson stated that he would provide spreadsheets, using the new coding structure, only for each committee prior to their Budget setting meeting. Cllr Jones queried where the previously reported overspend currently stands and Cllr Wilson stated that his calculations were suggesting it now stood at £20K to £30K. He also stated that each Committee would be providing their own estimate during the Budget setting process.

The Community Payback Scheme charging process was queried and a request made for clarification of allocation of funds.

ACTION: Clarify Community Payback Scheme funding **ACTION: Clerk**

FPR040/17 **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: Chairman's Proposal
All in favour

FPR041/17 **Report from RFO.**

i) Income & Expenditure 2017/18

Noted.

Mr Storry reported/commented on the following:

The current break-even financial position is helped by income received from the Solafields Community Benefit Funds prior to work being carried out.

The Parish Groundsmen and Lengthsman have had less opportunity to provide outsourcing to other Parishes during the summer months.

Tree survey costs have risen considerably this year and an alternative surveyor is being sought by the Administration Officer.

Twenty percentage of the cost of the installation of the Steel Cableway at Priory Park has been held back from the supplier until planned remedial works are completed.

ii) Financial Variances June and July 2017.

For information only.

Noted.

A supplementary sheet was also explained by the RFO to the Committee.

The level of assistance offered during a financial analysis was also noted by the RFO.

FPR042/17 **Parish Council Budget Setting for 2018/19**

Paper from Clerk for consideration.

Each Committee would agree a working party and the timing of such meetings was very important to ensure the budget request could be considered with due care and attention.

The F,P&R Committee will increase Contingency Funding to allow for inflationary increases in non-payroll costs.

Resolved:

- 1. To advise the Committees of the timeline for budget setting**
- 2. To advise the Committees that an inflationary rise of 0% is applied unless a specific reason for any other rate is justified on an individual code basis**
- 3. Salaries to be budgeted for a 2% increase**

4. Budgets to be considered on a 3 year basis, with no allowance for inflation in years 2 & 3
5. To agree a working party for this committee to be made up of Cllr Howe and Cllr Wilson with Cllr Jones to support, and to arrange a date for the first meeting as soon as possible

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

5 in favour, 2 abstentions

ACTION: To arrange meeting

ACTION: Clerk/Admin Officer

FPR043/17

Grant applications for consideration.

i) St Peter's PCC

The grant application was considered but it was noted that the request was for the churchyard maintenance which the Friends of St Peter's was listed as responsible for rather than St Peter's PCC. The Committee requested clarification of which organisation the grant request was actually for.

Resolved: To seek an explanation of which group the costs are specifically for.

Proposed: Chairman's Proposal

All in favour

ACTION: Clerk/Admin Officer

ii) BW Youth Club

The application was considered but it was felt that this request was to pay employees and it was queried if this was within the grant criteria. It was questioned how the roles would be maintained after one year. It was noted that the form seemed to be an old style one.

Resolved: To invite the representative of the Youth Club to attend a meeting to clarify the grant request and send a new form for completion.

Proposed: Chairman's Proposal

All in favour

ACTION: Clerk/Admin Officer

FPR044/17

General Power of Competence.

Paper from the Clerk for consideration

The paper was discussed and approved. Cllr Wilson requested clarification on sentence 1 of section 3. Risks and Restrictions. **ACTION: Clerk**

Resolved: To note that the Council should use the General Power of Competence as the power of first resort and the S137 as a power of last resort

Proposed: Chairman's Proposal

All in favour

FPR045/17

Forward Plan.

List of actions and updates

Noted

FPR046/17

Councillors/Clerk reports

None at this time

FPR047/17

Requests for future agenda items

Annual Stock Check (RFO to provide an updated Asset Register)

Policies Review (Clerk/Admin Officer)

FPR048/17

Date of next meeting - Tuesday 3rd October 2017

Noted

FPR049/17

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.

FPR050/17

Staffing Matters.

Paper from the Clerk for consideration:

The Committee considered the paper and made the following points: -

A First Aid qualification would be desirable for the Halls Manager.

A high standard of writing skills would be desirable/essential for the Administration Assistant due to the level and amount of communication within the role.

Bookkeeping experience highly desirable/essential for Administration Assistant role so that this post can cover the RFO when that role is not in the office.

Training would be sought and offered as necessary and relevant to any post.

Resolved: To ratify the following:-

- 1. Changes to the Halls Manager job description, hours and salary**
- 2. Job description, hours and salary for the Administration Assistant**
- 3. Opening hours for office with effect from 1st September 2017**

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

All in favour

There being no further business the meeting closed at 9:02pm