

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 4th September 2018 commencing at 7.00pm

Present:

Committee Members

Cllr T Wilson
Cllr S Jones
Cllr R Howe
Cllr Mrs J Marsh
Cllr B Nicholson
Cllr R Shields
Cllr Mrs P Wilson

Chairman
Vice Chairman

Non-Committee Members

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Also in attendance

Mrs E McKenzie
Mr J Storry

Administration Officer
RFO

Members of public

0

FPR042/18 **To receive and accept apologies for non-attendance.**
Cllr Cole – family commitment.

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

Proposed: Cllr Mrs J Marsh

Seconded: Cllr R Howe

All in favour

FPR043/18 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

FPR044/18 **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.

FPR045/18 **Public Session.**

No members of the public were present.

FPR046/18 **Minutes of the meeting of the Finance, Policy and Resources Committee 3rd July 2018.**

Resolved: to approve the minutes of the meeting of the 3rd July 2018.

Proposed: Cllr Mrs P Wilson

Seconded: Cllr R Howe

All in favour.

FPR047/18 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3rd July 2018.**

Noted.

The Induction Loop relocation was in hand by the Halls Manager.

A draft report on the Chain of Office was outlined to the Committee by Cllr R Shields. It was suggested that a paper with proposals to consider would be presented at the next meeting in October.

The GDPR working party would be meeting soon and a target end date was set as

December.

Mr Storry reported that RBS reassured the Council that a new version of Omega is due to be installed before the end of the financial year. This will allow next year's accounting transactions to be processed without interruption.

FPR048/18 **Report from RFO (for information only).**

Mr Storry reported/commented on the following:

FPR030/18 Natural Gas Power Plants. Centrica has replied, after receiving PC energy consumption figures. Annual energy consumption is insufficient to justify the installation of a plant at Jubilee Hall. The action was now complete.

Electricity prices will increase substantially next year with the arrival of new contracts. The least expensive contracts will increase administration (invoice generation, fixed price direct debit payments etc) which the Council prefers to avoid. Mr Storry to investigate the price difference if we continue with variable direct debit payments. **ACTION: Mr Storry**

The final payment has been made for the Priory Park Meadow loan.

The external auditors have requested additional information for the 2018 Annual Governance & Accounting Return which Mr Storry will supply.

The existing gas supply contract to Priory Park Clubhouse will be extended from 2022 to 2024 by +3.57% / kWh subject to confirmation by the supplier. An equivalent offer has not been made for Jubilee Hall; gas is provided by a different supplier.

FPR049/18 **Finance Matters:**

i) Payments Schedule – to note payments and refer to Council for ratification.

Resolved: to note payments and refer to Council for ratification.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr B Nicholson

All in favour

Notes were made on the best practice of using a variety of contractors to ensure good value for money. The ongoing support from RBS was highlighted and it was queried if the Council could be more self-sufficient. It was noted that other councils support spending is comparable. Bookings and invoice system under review and a meeting was held between the F,P&R Chairman and Halls Manager on 4-9-18.

ii) Bank Account Reconciliation Month 4 – for approval.

Resolved: to approve the Bank Account reconciliation for Month 4.

Chairman's Proposal

All in favour

iii) Parish Council Financial Position Year to Date and Balance Sheet - to note current position.

Resolved: to note the current position.

Chairman's Proposal

All in favour

The positive position noted was largely due to anticipated CIL funding from the Coppice Hill and Cunningham House developments. Discussion was held regarding how to record this money in the most effective way either as a coding line or held on the balance sheet. It was agreed that any CIL funding received should be considered at F,P&R and go towards the car park project or allocated to an appropriate project with the decision clearly recorded.

iv) Income & Expenditure Forecast – to note current position.

Resolved: to note the current position.

Chairman's Proposal

All in favour

v) Capital Control Report (for information only).

Noted.

Section 106 'play' funding explained – WCC hold the funding until a suitable BWPC playground project has been assigned to it.

The speed indicator and bench were budgeted items and under the responsibility of the P,E&H Committee.

FPR050/18

Interim Internal Audit Report (2018/19) April 2018 – June 2018.

To note the report from the Internal Auditor and refer to Council.

Resolved: to note the Interim Internal Audit Report (2018/19) April 2018 – June 2018 and refer to Council.

Chairman's proposal

All in favour

FPR051/18

Parish Council Budget Setting 2019/2020.

For consideration.

Resolved:

- i) to advise the Committees of the timeline for budget setting;**
- ii) 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, and a 5% contingency would be given to the F,P&R Committee**
- iii) salaries to be budgeted for a 3% increase;**
- iv) budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3**
- v) to agree the working party for this Committee to be Cllr T Wilson, Cllr S Jones and the Clerk with a meeting to be arranged in due course**

Chairman's Proposal

All in favour

It was noted that, due to the time line proposed, the CD Committee would need to meet following their September meeting and send recommendations direct to the F,P&R Committee's November meeting for review at committee level in late November.

FPR052/18

Annual Fixed Assets Check.

To consider arrangements.

Resolved: To set up a working party of Cllr B Nicholson, Cllr Mrs J Marsh and the Administration Officer to check the fixed assets in early Autumn.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs P Wilson

All in favour

It was noted that grouped items should be counted for clarification.

Mr Storry queried if a mid-year asset register was required as in previous years which the committee agreed would be useful to review in a future meeting.

FPR053/18

Precept Benchmarking Reports – for information only

The Chairman explained the reports presented and the committee duly noted them.

It was highlighted how much leisure area Bishop's Waltham had to maintain. Market Towns all were seen to have a high precept showing their facilities and services provided to residents, and visitors.

It was felt that the Parish Council needs to be pro-active in showing the residents how the

ACTION: Inform St Peter's PCC of this resolution. **ACTION: Admin Officer/Clerk**

Cllr R Howe left the meeting at 9.05pm

FPR056/18 **Iosis Dental Clinic, Priory Park**
Renewal of Agreement.
For approval.

It was noted that a change of date was required at point 6 of the agreement.

Resolved: To approve the renewal of the agreement as tabled, with date amendment.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs P Wilson

All in favour who were now present.

ACTION: Date amendment to be made. Chairman to sign agreement and copy sent to Iosis. **ACTION: Admin Officer/Clerk**

The usage of electricity at the site was considered and a request made for the Halls Manager to monitor this.

ACTION: Monitor electricity usage at PPC **ACTION: Halls Manager**

The conditions of the agreement were noted and to be further considered in line with other agreements and licences when next reviewed. It was also queried if the agreement included administration fees. **ACTION: Clarify fee charge for information**

ACTION: Clerk

FPR057/18 **Meon Valley Bowls Club Lease, Priory Park.**
Paper from the Clerk for consideration.

The Committee deferred the consideration of this matter pending the outcome of the current review on all Parish Council leases.

Resolved: To defer consideration of this matter pending the outcome of the review of Parish Council leases

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs P Wilson

All in favour who were now present.

FPR058/18 **Office staff kitchen refit proposal.**
Paper from Cllr Mrs Wilson for consideration.

Cllr Mrs Wilson explained the need for an upgrade of the office staff kitchen following the reconfiguration of the main office. The current units were now outdated, and a dishwasher would be a benefit to the facility.

Resolved: To gather plans and quotations to refit the office staff kitchen

Proposed: Cllr Mrs P Wilson

Seconded: Cllr Mrs J Marsh

All in favour who were now present.

ACTION: Halls Manager

The time now being 9.30pm (2.5 hours after the start of the meeting), the Chairman suspended Standing Orders to enable the final agenda items of business to be conducted, which the Committee were in agreement with.

FPR059/18

Councillors/Clerk reports.

None at this time.

FPR060/18

Requests for future agenda items.

Chain of Office – proposals to be considered – Paper by Cllr R Shields

FPR061/18

Date of next meeting - Tuesday 2nd October 2018.

Noted.

FPR062/18

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.

FPR063/18

Staffing Matters.

Correspondence: Swanmore Parish Council.

For consideration

The Chairman explained the situation arising.

Resolved:

To communicate to Swanmore Parish Council the preference of Bishop’s Waltham Parish Council to pay the overtime due accordingly and seek their agreement.

To retain the administration charge at 10% as per the original agreement and discuss at next ASCO Sub-Committee meeting.

Chairman’s Proposal

All in favour who were now present.

A query was raised as to whether additional hours worked by the ACSO were agreed overtime hours or whether they were sometimes taken as TOIL (time owed in lieu).

ACTION: Clarify overtime or TOIL agreement

ACTION: Clerk

There being no further business the meeting closed at 9.44pm