

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 2nd October 2018 commencing at 7.00pm

Present:

Committee Members

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

Chairman
Vice Chairman

Non-Committee Members

None.

Also in attendance

Mrs L Edge
Mr J Storry

Clerk
RFO

Members of public

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FPR064/18 **To receive and accept apologies for non-attendance.**

None tabled all members present.

FPR065/18 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

FPR066/18 **To receive and accept any Declarations of personal, pecuniary and non-pecuniary interests on items on the agenda.**

Cllr Howe agenda item 18.

FPR067/18 **Public Session.**

A representative from the Cricket Club addressed the Committee on the matter of the Albany Road lease. He thanked those Councillors who had attended the meeting at the Club on the 3rd September and the Council as a whole for resolving to remove the Albany Road site from the WCC Local Plan Review.

He covered the need for a longer lease to meet league requirements, the financial viability of the Club and its long-term sustainability.

He finished by saying that the Club was still hoping for a favourable outcome which would include a rolling lease for a 'peppercorn' rent.

The Chairman thanked the representatives for attending and added that the matter would be considered at the Council meeting on 9th October.

FPR068/18 **Minutes of the meeting of the Finance, Policy and Resources Committee 4th September 2018.**

Resolved: to approve the minutes of the meeting of the 4th September 2018.

Proposed: Cllr Mrs Wilson

Seconded: Cllr Mrs Marsh

7 in favour, 1 abstention.

FPR069/18 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 4th September 2018.**
Noted.
FPR11/18 – Year End transfers – noted that a software update was due – request that update was not undertaken before March 2018 to prevent any issues with year-end.
FPR06/18 – GDPR – action to be completed by Dec 18.

FPR070/18 **Report from RFO (for information only).**
Mr Storry's report on file.
(i) Barclays Bank Charges – options to be investigated following notice of charges increase (Change of bank? Review of charge with business manager) **Action: RFO**
(ii) External Audit report – agenda item November meeting. **Action: Clerk**
(iii) CIL funding – verification of accounting process required. **Action: RFO**

FPR071/18 **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 Marsh
Seconded: Cllr Howe
All in favour

ii) Bank Account Reconciliation Month 5 – for approval.
Resolved: to approve the Bank Account reconciliation for Month 5.
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour

iii) Parish Council Financial Position Year to Date and Balance Sheet - to note current position.
The Chairman recorded his disappointment that no Councillor training had been undertaken so far this year.
It was noted that many of the HALC training courses take place during the day which made it difficult for many Councillors to attend.
The Clerk was asked to contact HALC about holding a Finance training session in Bishop's Waltham in the evening. **Action: Clerk**
Resolved: to note the current position.
Proposed: Cllr Howe
Seconded: Cllr Mrs Wilson.
All in favour

iv) Income & Expenditure Forecast – to note current position.
Questions were asked concerning the difference between the July and August forecast and a possible change to the forecast to include contingency funding.
Resolved: to note the current position.
To include contingency funding for certain projects as agreed by this Committee.
Proposed: Cllr Howe
Seconded: Cllr Mrs Marsh.
All in favour

v) Capital Control Report (for information only).
Noted.

- FPR072/18** **Councillors' allowances - Paper from the Chairman for consideration.**
The Chairman presented the paper and his proposals.
Discussion points: the need for an allowance; the requirement to publish details; public perception of the allowance; impact for co-opted Councillors.
Resolved: Bishop's Waltham Parish Council acknowledges the Report of the Independent Remuneration Panel and implements the following payments: Travel and Subsistence expenses, as per charges approved by WCC, for 2019-20 must be claimed within 31 days of the meetings covered, Parish Council, Standing Committees and Working Parties, be approved by the Clerk, and will be reimbursed within 7 days.
Proposed: Chairman
All in favour.
- FPR073/18** **Chairman's Allowance - To agree the payment.**
Resolved: to approve the payment of the Chairman's Allowance of £500 for 2018/19.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson
5 in favour, 1 against, 2 abstentions. **Action: Clerk**
- FPR074/18** **Community Infrastructure Levy Projects.**
i) To review list of projects.
Resolved: to set up a working party (Cllrs Wilson, Shields, Howe and Cole) to review the list. First action to request all Committees to review the projects and add/delete as necessary.
Proposed: Chairman
All in favour. **Action: TW/RS/RH/NC/Clerk/Committees**
- ii) To consider allocation of current funding.**
Resolved: to recommend the allocation of the current balance of CIL funding (£16,309) and the CIL funding due before end of March 2019 (£26,477) to the Jubilee Hall car park extension project.
Proposed: Chairman
7 in favour, 1 abstention. **Action: RFO**
- FPR075/18** **Jubilee Hall car park extension.**
i) Update from working party including notes from meeting held 23.8.18.
Noted.
ii) To consider the appointment of a project manager.
Resolved: to appoint a project manager to manage the Jubilee Hall car park extension. Quotations to be sought and to be considered at next available meeting.
Proposed: Cllr Howe
Seconded: Cllr Nicholson
All in favour. **Action: Clerk**
- FPR076/18** **Chairman's Chain of Office - Paper from Cllr Shields for consideration.**
Cllr Shields presented his paper and his proposals – to include cost within next year's budget, to request donations from current and past Chairmen and to make up balance from PC funds.
Discussion points: Need for a chain, public reaction to proposal, replace ribbon only.
Resolved: to source a more superior ribbon as a temporary replacement; to include the cost within the budget for 2019/20; to seek donations from current and past Chairmen of the Council.
Proposed: Chairman
All in favour. **Action: Clerk**

