

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 February 2019 commencing at 7.00pm

Present:

<u>Committee Members</u>	Cllr Mrs J Marsh	Chairman
	Cllr N Cole	
	Cllr B Nicholson	
	Cllr R Shields	
	Cllr Mrs P Wilson	
	Cllr Mr T Wilson	

Non-Committee Members None

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

Members of public None

FPR135/18 To receive and accept apologies for non-attendance.

Cllr Jones – indisposed.

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

Proposed: Cllr Nicholson

Seconded: Cllr Cole

All in favour.

FPR136/18 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR137/18 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.

FPR138/18 Public Session.

No members of the public were present.

FPR139/18 Minutes of the meeting of the Finance, Policy and Resources Committee 8th January 2019.

Resolved: to approve the minutes of the meeting of the 8th January 2019.

Proposed: Cllr Mrs Wilson

Seconded: Cllr Wilson

All in favour that were present at the meeting.

FPR140/18 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 8th January 2019.

Noted.

FPR191/17 Explanation of 'grouping' given – asset register deemed acceptable – noted as complete.

- FPR141/18** **Report from RFO including:**
 Mr Storry's report on file.
i) Bank account review – to consider actions.
Resolved: to trial the on-line banking for 2 months; to add the Chairman, Vice Chairman, Clerk and RFO as signatories; to request comment from the Internal Auditor on the current practices in relation to payments; to investigate the option of card payments if on-line system accepted after trial period.
 Proposed: Cllr Nicholson
 Seconded: Cllr Mrs Wilson
 All in favour. **Action: RFO**
- FPR142/18** **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 Cole
 Seconded: Cllr Wilson
 All in favour.
ii) Bank Account Reconciliation Month 9 – for approval.
Resolved: to approve the Bank Account Reconciliation Month 9.
 Proposed: Cllr Cole
 Seconded: Cllr Wilson
 All in favour.
iii) Parish Council Financial Position Year to Date and Balance Sheet - to note current position.
Resolved: to note the current position.
 Proposed: Chairman
 All in favour.
iv) Income & Expenditure Forecast – to note current position.
Resolved: to note the current position.
 Proposed: Chairman
 All in favour.
To consider future reports.
Resolved: to continue with the reports as tabled with the addition of notes to explain any significant changes.
 Proposed: Cllr Cole
 Seconded: Cllr Nicholson
 All in favour.
v) Capital Control Report (for information only).
 Noted.
- FPR143/18** **Financial Risk Assessment and Action Plan for year ending 31.3.19.**
For consideration.
Resolved: to accept the Risk Assessment and Action Plan and refer to full Council for approval.
 Proposed: Cllr Shields
 Seconded: Cllr Nicholson
 All in favour.
- FPR144/18** **Footpath Maintenance.**
Recommendation from the Community Development Committee for consideration.
Resolved: to ratify the recommendation of the Community Development Committee in regard to the approved spend of £1500 for footpath maintenance. The Community Development Committee to fund this expenditure by the reduction in the Countryside Access budget line.
 Proposed: Chairman
 All in favour.

- FPR145/18** **Grant application for consideration:
St Peter's PCC.**
The Committee considered the grant application as tabled.
Discussion points:
Reason for declining grant previously (need for funding for the West Hoe cemetery, church funds held, constraint on PC budgets, grant was for ongoing maintenance costs), closed churchyard means that it is now more of a community facility, impact on residents and visitors, cost of grass cutting.
**Resolved: to invite representatives from the PCC to a meeting to discuss the grant application and to ascertain the actual cost of the grass cutting.
PCC to be asked to provide more up to date accounts (even if unsigned).**
Proposed: Chairman
All in favour. **Action: LE/JM/NC**
- FPR146/18** **HCC Introduction of Part-Night Lighting in Hampshire.**
Proposal for consideration.
**Resolved: to participate in the Hampshire County Council part-night lighting in accordance with the HCC policy for a trial period of 12 months.
Information to be included in next Parish Council newsletter.**
Proposed: Cllr Mrs Wilson
Seconded: Cllr Nicholson
5 in favour, 1 against.
HCC to be advised. **Action: Clerk**
- FPR147/18** **Correspondence: MHA (for information only).**
Noted.
- FPR148/18** **Councillors/Clerk reports.**
None at this time.
- FPR149/18** **Requests for future agenda items.**
None at this time.
- FPR150/18** **Date of next meeting - Tuesday 5th March 2019.**
Noted.
- FPR151/18** **Motion for confidential business:**
The Chairman then moved:
“That in view of the confidential nature of the business about to be transacted involving commercially sensitive business, legal and 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.
- FPR152/18** **Office Kitchen refit.**
To consider the quotations received.
Resolved: to recommend to the Council that the contract for the office kitchen refit be awarded to Mint Kitchens and Carpentry at a cost of £3,831.66.
Proposed: Chairman
All in favour. **Action: Clerk**

FPR153/18

CAB Lease.

For consideration.

Resolved: to approve the lease as tabled, notice period for clauses 5.3 and 8.2 to be 6 months.

Proposed: Chairman

All in favour.

HCC to be advised and lease to be forwarded to CAB for consideration. **Action: Clerk**

FPR154/18

Staffing Matters for consideration.

i) 2019 -2020 National Salary Award.

Resolved: to accept and approve the Spine Points and salaries as tabled.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

Action: Clerk

ii) Recognition for staff qualification.

Resolved: to approve the Spine Point rise as table to recognise the qualification achieved by Mrs McKenzie.

Proposed: Chairman

All in favour.

Action: Clerk

There being no further business the meeting closed at 8.40pm.