

**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 5<sup>th</sup> March 2019 commencing at 7.00pm

**Present:**

<u>Committee Members</u>	Cllr Mrs J Marsh	Chairman
	Cllr Mr S Jones	Vice Chairman
	Cllr N Cole	
	Cllr B Nicholson	
	Cllr Mrs P Wilson	
	Cllr Mr T Wilson	

Non-Committee Members      Cllr R Haysom

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

Members of public                      None

- FPR155/18**      **To receive and accept apologies for non-attendance.**  
Cllr Shields – Winchester Planning Forum.  
**Resolved: to receive and accept the apologies for non-attendance as tabled.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Wilson  
All in favour.
- FPR156/18**      **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**  
None relating to the business of the meeting.
- FPR157/18**      **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.
- FPR158/18**      **Public Session.**  
No members of the public were present.
- FPR159/18**      **Minutes of the meeting of the Finance, Policy and Resources Committee 5<sup>th</sup> February 2019.**  
**Resolved: to approve the minutes of the meeting of the 5<sup>th</sup> February 2019.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Mrs Marsh  
5 in favour, 1 abstention.
- FPR160/18**      **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 5<sup>th</sup> February 2019.**  
Noted.
- FPR161/18**      **Report from RFO including:**  
Mr Storry's report on file.  
Mr Storry added that the External Auditor would be providing a list of year end required information around 19.3.19.

FPR162/18

**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 Nicholson

Seconded: Cllr Wilson

All in favour.

**ii) Bank Account Reconciliation Month 10 – for approval.**

Councillors raised concern over the outstanding direct debit for EoN showing on the bank reconciliation.

Noted that the entry was not correct, but Mr Storry explained that it was due to EoN not collecting the DD on the due date and it was not a simple procedure to reverse it on the system.

**Resolved: to approve the Bank Account Reconciliation Month 10.**

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour.

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

**Resolved: to refer the report back to the RFO to check why the balance sheet total does not agree with the bank statement.**

Proposed: Chairman

All in favour

**Action: RFO**

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

**Resolved: to note the current position.**

Proposed: Cllr Wilson

Seconded: Cllr Cole

All in favour.

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

Noted.

Cllr Wilson added that Committees should ensure Capital Projects are started as soon as possible in the new financial year.

FPR163/18

**Interim Internal Audit Report (2018/19) November 2018 – January 2019.**

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

**Resolved: to refer the Report back to the Internal Auditor for clarification of comments and procedures.**

Proposed: Chairman

All in favour.

**Action: RFO**

FPR164/18

**Changes to Terms of Reference.**

**Proposals from Cllr Wilson for consideration.**

**1. Job Titles.**

**Resolved: To amend the job titles of the “Clerk” and that of the “Administration Officer” to that of “Executive Officer” and Deputy Executive Officer” respectively.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wilson

All in favour.

**2. Terms of Reference - Finance, Policy and Resources Committee.**

**Resolved: To delete the instruction in the Terms of Reference that the “Vice Chairman of the Parish Council will be Chairman of The Finance, Policy and Resources Committee.”**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

**3. Terms of Reference – Planning, Environment & Highways Committee.**

**Resolved:**

**(a) The reference to “Environment” to be deleted from the Terms of Reference relating to the P, E & H Committee.**

**(b) To include this reference as written within the Community Development Committees’ Terms of Reference.**

**(c) To include a reference within the Halls and Grounds Committee’s Terms of Reference that they “Deal with any matters regarding environmental issues relating to the Council’s Halls and Grounds facilities.”**

**(d) To remove “Environment” from the Committee name.**

**(e) Tree Wardens and Lengthsman to remain as ex-officio members of the Planning and Highways Committee.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wilson

5 in favour, 1 abstention.

**4. Terms of Reference – Community Development Committee.**

**Resolved:**

**(a) The reference to “public rights of way” be deleted from the Terms of Reference relating to the Community Development Committee.**

**(b) To include this reference as written within the Planning and Highways Committee’s Terms of Reference.**

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

4 in favour, 2 against.

**5. Terms of Reference – Planning, Environment & Highways Committee.**

**Resolved:**

**(a) The reference to “street furniture” to be deleted from the Terms of Reference relating to the P, E & H Committee.**

**(b) To include this reference as written within the Community Development Committees’ Terms of Reference.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

**6. Financial Budgets.**

**Resolved: Any Financial Budgets for 2019-20, and the 2019-24 Forward Plan items, affected by any decisions relating to the above proposals, be amended as required.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Wilson

All in favour.

Resolutions 2 – 6 to take effect from the new Council year.

**Action: Exec Officer**

**FPR165/18**

**Chain of office.**

**Paper from the Clerk for consideration.**

The Committee considered the options and quotations prepared by the Executive Officer.

**Resolved: to purchase the two-piece flat etched metal pendant, embellished with vitreous enamel, finished in polished hard gold plate complete with ribbon collarette from Fattorini at a cost of £550. To seek donations towards the cost from ex-chairmen. The current medallion to be re-modelled into a brooch.**

Proposed: Chairman

All in favour.

**Action: Exec Officer**

**FPR166/18**

**Paperless Council.**

**Paper from the Clerk for consideration.**

Discussion points:

Cllr expenses, costs to PC of providing and posting hard copies, lack of PCs/not

computer literate, efficiencies, better for environment, use of central Councillors point on website or use of Dropbox.

**Resolved: to recommend to the Council a six-month trial of a paperless system for the delivery by email of the summons and papers for Council and Committee meetings.**

Proposed: Cllr Wilson

Seconded: Cllr Jones

All in favour.

**Action: Exec Officer**

**FPR167/18**     **HALC Finance Training.**  
**Paper from the Clerk for consideration.**  
Agreed to defer until new Council year.

**FPR168/18**     **Correspondence for consideration:**  
**i) Winchester City Council: Assets of Community Value.**  
**Bishop's Waltham Youth Hall.**  
**Resolved: to submit an expression of interest to become a potential bidder for this community asset.**

Proposed: Cllr Cole

Seconded: Cllr Nicholson

All in favour.

**Action: Exec Officer**

**ii) Meon Valley Bowls Club.**  
**Erection of wooden storage units.**  
**Resolved: to approve the request from the Meon Valley Bowls Club for the erection of wooden storage units.**

Proposed: Chairman

All in favour.

**Action: Exec Officer**

**FPR169/18**     **Councillors/Clerk reports.**  
**i) Hants Community Led Housing Hub Launch Event – 5.2.19 – Cllr T Wilson.**  
Noted.

**FPR170/18**     **Requests for future agenda items.**  
1. Cllr expenses.  
2. Reserves.  
3. Councillor training.

**Action: Exec Officer**

**FPR171/18**     **Date of next meeting - Tuesday 2<sup>nd</sup> April 2019.**  
Noted.

**FPR172/18**     **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.

**FPR173/18**     **Staffing Matters for consideration.**  
**Resolved: to approve the changes to the job descriptions as tabled.**  
Proposed: Chairman  
All in favour.

There being no further business the meeting closed at 9.01pm.