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 June 2019 commencing at 7.00pm

Present:			
Committee Members		Cllr Mrs J Marsh Cllr N Cole Cllr B Nicholson Cllr R Shields Cllr Mrs P Wilson Cllr Mr T Wilson	Chairman
Non-Committee Members		Cllr Mr R Haysom	
Also in attendance		Mrs E McKenzie Mr J Storry	Deputy Executive Officer RFO
Members of public		4	
FPR001/19	Election of Chairman of the Committee. Resolved: to elect CIIr Wilson as Chairman of the Committee. Proposed: CIIr Mrs Wilson Seconded: CIIr Mrs Marsh All in favour.		
FPR002/19	Election of Vice Chairman of the Committee. Resolved: to elect ClIr Cole as Vice Chairman of the Committee. Proposed: ClIr Mrs Wilson Seconded: ClIr Mrs Marsh All in favour.		
FPR003/19	To receive and accept apologies for non-attendance. All Committee members present.		
FPR004/19	To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda. None relating to the business of the meeting.		
FPR005/19	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.		
FPR006/19	<u>Public Session.</u> Members of the BW Scouts were present and addressed the Committee on the lease renewal details agreed at last month's meeting. Discussion points: Term of lease – 10 years shorter than previous one, concern over		

Discussion points: Term of lease – 10 years shorter than previous one, concern over security of tenure and ability to obtain grants; relaxation of user clause to allow hire of building to raise funds for the Scouts – understanding of the issue of potential competition for PC buildings, PC could approve hire (clause within lease?) and to limit lettings; Scouts required to pay £500 to Scout Assoc for legal costs for renewal; Scouts in BW thriving; funds decreasing; strong focus on community support.

Councillors' comments: lengthy discussion held previous meeting; enormous benefit of Scouts evident; issue of 'competition' with PC facilities; Scouts valuable contribution to community events.

The Chairman reminded all present that in order to reconsider this matter within the 6 months' time limit 4 councillors would need to sign a motion to rescind the original minute and the Executive Officer would be required to accept that enough had changed to allow the motion to be tabled.

FPR007/19 Minutes of the meeting of the Finance, Policy and Resources Committee 7th May 2019. Resolved: to approve the minutes of the meeting of the 7th May 2019. Proposed: Cllr Mrs Wilson Seconded: Cllr Mrs Marsh All in favour. All in favour.

FPR008/19 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 7th May 2019. Completed actions noted.

Online banking - agenda item to address within Financial Regulations.

Action: TW/NC/LE

Councillor training – mentioned at Southern Parishes meeting. Noted that Wickham and Whitley have arranged new Councillor training.

FPR009/19 Report from RFO including: Mr Storry's report on file.

Mr Storry also reported/commented on the following: Online banking – first session quite laborious, hope it will be more straight forward in future.

Meeting to be held with bank to resolve issues noted.

Action: RFO

FPR010/19 <u>Annual Governance and Accountability Return for financial year ended 31 March</u> 2019.

i) Final Internal Audit Visit for 2018/19 - Report.
ii) Requirements: List 4 – Intermediate Level Review.
iii) Annual internal Audit Report 2018/19. (No separate report).
iv) Section 1 – Annual Governance Statement 2018/19.
v) Section 2- Accounting Statements 2018/19.
For consideration and referral to Council.
Resolved: to recommend reports and statements as tabled to Parish Council for approval.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.

FPR011/19Income & Expenses Comparisons by Code. (For information only).The Chairman present the paper.Training budget highlighted – to be used for appraisals, induction programme.

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FPR012/19 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 Nicholson
 All in favour.
 Boiler repair noted and RFO to compare Rigby Taylor paint year on year. Action: RFO

ii) Bank Account Reconciliation Month 1 – for approval. Resolved: to approve the Bank Account Reconciliation Month 1. Proposed: Cllr Cole Seconded: Cllr Nicholson All in favour. RFO clarified contra payments which would balance out at year end process. iii) Parish Council Financial Position Year to Date and Balance Sheet - to note current position. Resolved: to note the current position. Proposed: Cllr Cole Seconded: Cllr Nicholson All in favour iv) Income & Expenditure Forecast - to note current position. Resolved: to note the current position. Proposed: Cllr Cole Seconded: Cllr Nicholson All in favour. RFO recommended considering a cash flow plan for the car park project (3-month notice period to release funds from Arbuthnot Latham account). Noted by Chairman.

FPR013/19 Capital Control Report (for information only). Noted.

FPR014/19 Petition Policy – for adoption. Resolved: to adopt the petition policy with two amendments 2 Receipt to be replaced with 'Delivery'. 5c Remove 'in the interests of fairness'. Proposed: Cllr Mrs Wilson Seconded: Cllr Shields 5 in favour, 1 abstention.

FPR015/19 BT Phone box – to consider the purchase of the phone box at Hoe Road.

Discussion points: Guides and Scouts previously asked to adopt box – both declined; need a reason for keeping the box; costs involved highlighted; free electricity currently available.

Resolved: To approve the purchase for £1 and to refer the project to the Community Development Committee.

Proposed: Chairman All in favour.

Action: EO/CDC

FPR016/19 Dynamos Licence. Recommendations from the Halls & Grounds Committee for consideration. The Halls & Grounds Chairman presented the recommendation and advised that this was a one-year agreement that was not comparable with other clubs. The Club was encouraged to gather sponsorship and create club fundraising opportunities.

Resolved: to approve the licence and charges as tabled. Proposed: Clir Mrs Marsh

Seconded: Cllr Cole All in favour.

FPR017/19 Bishop's Waltham Men's Shed. Request for use of the pavilion at Albany Road Cricket Ground for consideration. Resolved: to arrange a meeting of the three parties (Helen Hills, PC rep and CC rep) to progress the plans. Approval given for activity by Council as landowner. Proposed: Cllr Nicholson Seconded: Cllr Cole All in favour. Clrs Wilson, Cole and Nicholson to attend as PC representatives. Issues to be considered – insurance cover (EO investigating with PC insurance provider); need for storage container to move and clear equipment; no subletting aspect as CC not intending to charge. Action: TW/NC/BN/LE FPR018/19 Councillors/Clerk reports. None at this time. FPR019/19 Requests for future agenda items. None at this time. FPR020/19 Date of next meeting - Tuesday 2nd July 2019. Noted. FPR021/19 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. **FPR022/19** Staffing Matters for consideration. i) Appraisals 2019. All noted.

Comments made:

PC lucky to have such able staff; line managers had produced excellent reports; value of A, B, C etc grades; all appraisees had attended training session; other Councils noted the efficiency of BW staff which was appreciated.

Appraisals in 2020 to be completed before March 2020.

ii) Staffing sub-committee.

The Chairman presented the proposal.

Quarterly meetings to be held to discuss staff issues and any recommendations report to this Committee.

Resolved: to appoint a Staffing Sub- Committee (membership Chairman and Vice Chairman of the Finance, Policy & Resources Committee and the Chairman of the Halls & Grounds Committee and the Executive Officer). Terms of Reference as tabled.

Proposed: Chairman All in favour.

There being no further business the meeting closed at 8.56pm.