

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 Chairman
Cllr N Cole
Cllr B Nicholson
Cllr R Shields
Cllr Mrs P Wilson
Cllr Mr T Wilson

Non-Committee Members

Cllr Mr R Haysom

Also in attendance

Mrs E McKenzie Deputy Executive Officer
Mr J Storry RFO

Members of public

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FPR001/19 Election of Chairman of the Committee.
Resolved: to elect Cllr Wilson as Chairman of the Committee.
Proposed: Cllr Mrs Wilson
Seconded: Cllr Mrs Marsh
All in favour.

FPR002/19 Election of Vice Chairman of the Committee.
Resolved: to elect Cllr Cole as Vice Chairman of the Committee.
Proposed: Cllr Mrs Wilson
Seconded: Cllr 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 Public Session.
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 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.
- 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** **Annual Governance and Accountability Return for financial year ended 31 March 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. **Action: EO**
- FPR011/19** **Income & Expenses Comparisons by Code. (For information only).**
The Chairman present the paper.
Training budget highlighted – to be used for appraisals, induction programme.
ACSO/EO accreditation fee due this year.
- 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 Arbutnot 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: Cllr Mrs Marsh

Seconded: Cllr Cole

All in favour.

