

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 3rd September 2019 commencing at 7.00pm

Present:

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

Non-Committee Members 0

Also in attendance Mrs E McKenzie Deputy Executive Officer
Mr J Storry RFO

Members of public 3

FPR057/19 To receive and accept apologies for non-attendance.

Cllr Shields – family commitment.

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

Proposed: Cllr B Nicholson

Seconded: Cllr N Cole

All in favour.

FPR058/19 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR059/19 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.

FPR060/19 Public Session.

The Chairman gave a reminder of timing allowed per person and invited individuals to speak.

Two representatives of Home Start Hampshire presented information with regard to the grant application they had submitted. They emphasised the need for funding and the benefit of the scheme for a number of BW residents.

A member of the public queried the use of recording equipment but was informed that no such equipment was in use at this meeting. He also requested a Hearing Loop to be sited in the meeting room to which a reply was given that a quote for such a service was being considered at next week's Parish Council meeting and it was hoped that this facility would be installed in the near future. Further queries were raised regarding the planned development of 71 car parking spaces with the increase in volume of traffic anticipated highlighted. It was stated that a Health and Safety risk assessment for the car park was required. The Chairman concluded that these issues raised would be taken to the Jubilee Hall Car Park Working Group for consideration and their response included in a future meeting.

A member of the public was aggressive in his tone resulting in the Chairman, and a member of the committee, calling for order and reminder of Standing Order 2 was given. The order of business then resumed.

- FPR061/19** **Minutes of the meeting of the Finance, Policy and Resources Committee 6th August 2019.**
Resolved: to approve the minutes of the meeting of the 6th August 2019.
Proposed: Cllr Mrs P Wilson
Seconded: Cllr B Nicholson
All in favour.
- FPR062/19** **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 6th August 2019.**
Noted.
The Hearing Loop would be discussed at next week's Parish Council meeting where a quotation for the works would be considered.
- FPR063/19** **Report from RFO**
Mr Storry's report on file.
Mr Storry also reported/commented on the following:
New system of payments explained
Payments for the month highlighted
Update to Rialtas Suite successfully made
Cllr Cole suggested that the Finance Officer and Administration Assistant formally set a date a meet to discuss the pay roll process to ensure the procedure can be covered by two members of staff.
ACTION: Meeting to be held regarding pay roll processes
ACTION: Finance Officer and Administration Assistant
- FPR064/19** **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 Mrs J Marsh
Seconded: Cllr N Cole
All in favour.
- ii) Bank Account Reconciliation Months 3 & 4 – for approval.**
Resolved: to approve the Bank Account Reconciliations for Month 3 & 4.
Proposed: Cllr B Nicholson
Seconded: Cllr Mrs J Marsh
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: Cllr N Cole
Seconded: Cllr B Nicholson
All in favour
- iv) Income & Expenditure Forecast – to note current position.**
Resolved: to note the current position.
Proposed: Cllr N Cole
Seconded: Cllr Mrs J Marsh
All in favour.
- FPR065/19** **Capital Control Report (for information only).**
Noted.
- FPR066/19** **Asset Disposal for approval.**
Resolved: to approve the asset disposals as tabled.

Proposed: Cllr N Cole
Seconded: Cllr B Nicholson
All in favour.

ACTION: Exec Officer

It was noted that these items had been superseded by newer pieces of equipment but kept as back-ups. The items were no longer the right size or specification for any future tasks, so it was timely to sell them and free up storage space.

ACTION: To note on the Asset Register if items stored were in regular use or not
ACTION: Grounds Staff / Finance Officer

FPR067/19

Precept Benchmarking.

To note the report from the Chairman.

The papers were presented to explain and highlight comparisons in precepts of Bishop's Waltham and other local settlements. Populations of 2016 were indicated as no further updates were available. It was noted that Swanmore will have a greater population due to recent new housing developments in the town. Leisure areas were noted as high for Bishop's Waltham and the necessary spending to maintain these areas was highlighted. The leisure areas were regarded as a key asset for the town.

FPR068/19

Parish Council Budget Setting 2020/21.

For consideration.

Resolved:

- 1. To note the budget setting timeline for committees**
- 2. To advise the committees that an inflationary rise of 0% is applied unless a specific reason for any other rate is justified on an individual code basis. The budget would follow CPI and take the prevailing rate at budget setting time.**
- 3. Salaries to be budgeted for an increase as decided by the Staffing work group. Committees would be asked to state staffing overtime hours required for 2020/21.**
- 4. Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3. Capital budgets should reflect the Forward Plan 2019-2023.**
- 5. The working group for setting the budget for the F, P&R Committee will comprise of Cllr T Wilson and Cllr N Cole.**

Proposed: Cllr Mrs J Marsh
Seconded: Cllr B Nicholson
All in favour

ACTION: Cllr T Wilson/ Cllr N Cole/ Staffing working group

FPR070/19

Grant applications for consideration:

- i) BW Dynamos**
- ii) Home Start Hampshire**
- iii) Citizens Advice Winchester District**

i) BW Dynamos

Resolved: To recommend a General Power of Competence grant of £1,800 to BW Dynamos in the Council year 2019/20

Proposed: Cllr B Nicholson
Seconded: Cllr N Cole
All in favour

ii) Home Start Hampshire

The Committee thanked the representatives in attendance for the information presented to them and stated how they appreciated this input and demonstration of the need for the

requested funding. It was noted how worthy and important the funding for this specific project was to the local community.

The Committee reflected on the overall budget set for grants and gave justification for careful consideration of grant spending. It was suggested that the timescale for grant applications was widely advertised to ensure organisations submitted requests in a timely manner. It was stated that grant funding should not be an expected annual subsidy, that groups should be self-sufficient, and funding should be given for specific projects.

Resolved: To recommend a General Power of Competence grant of £1,950 to Homes Start Hampshire in the Council year 2019/20

Proposed: Cllr N Cole

Seconded: Cllr B Nicholson

All in favour

iii) Citizens Advice Winchester District

The grant application was presented, and it was noted that the CA did already receive some benefit from the Parish Council in terms of subsidy in hiring a Parish Council venue.

Resolved: To defer the consideration of the grant application until a review of the current rental charge of the property hired by CA from BWPC has been revaluated. To seek an Estate Agent's rental cost valuation, for commercial basis, for Well House.

Chairman's Proposal

All in favour

ACTION: Executive Officer

The 3 members of the public left the meeting at 8:32pm

FPR071/19

Recommendations from the Halls & Grounds Committee for consideration.

i) Dynamos charges

The charges were explained in view of the increase for this year.

Resolved: To approve the charges tabled as £6,561.30 for 2019/20 and at the full rate from 2020/21 onwards

Proposed: Cllr B Nicholson

Seconded: Cllr N Cole

All in favour

FPR072/19

St Peter's PCC.

To consider actions relating to the maintenance of the churchyard.

Paper from the Executive Officer for consideration.

The paper presented was considered. Following the legal advice sought, the committee require more information on how much is spent on costs in terms of man hours and mower maintenance costs in order to calculate the overall annual cost to maintain the churchyard. Details of work involved would be needed too, such as a schedule showing monthly tasks.

Resolved: To request information from St Peter's PCC regarding details of how the churchyard is maintained in terms of a schedule and associated costs.

Proposed: Cllr B Nicholson

Seconded: Cllr Mrs J Marsh

All in favour

ACTION: Executive Officer

- 1.8 Wording to remain as existing (no lenience required)
- 2.2i Bank of England base set (not specifically Lloyds Bank)
- 2.2ii 7 days
- 4.3.3 Wording to be put back in
- 4.4.1 Wording to be left in
- 4.5.1 Back to 30 days
- 4.5.2.1 Yes, delete
- 4.9.1 Leave wording in
- 5.1 Reinstate as suggested
- 5.3 Reinstate as suggested
- 6 Back to 14 days
- 8.1 2 months

Chairman's Proposal
All in favour

There being no further business the meeting closed at 9:05pm.