

# 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 1<sup>st</sup> October 2019 commencing at 7.00pm

**Present:**

Committee Members

Cllr T Wilson  
Cllr N Cole  
Cllr Mrs J Marsh  
Cllr B Nicholson  
Cllr R Shields  
Cllr Mrs P Wilson

Chairman  
Vice Chairman

Non-Committee Members

None

Also in attendance

Mrs L Edge  
Mrs H Fisher  
Mr J Storry

Executive Officer  
Administration Assistant  
RFO

Members of public

None

**FPR080/19**     **To receive and accept apologies for non-attendance.**  
All members present.

**FPR081/19**     **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**  
None relating to the business of the meeting.

**FPR082/19**     **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.

**FPR083/19**     **Public Session.**  
No members of the public were present.

**FPR084/19**     **Minutes of the meeting of the Finance, Policy and Resources Committee 3<sup>rd</sup> September 2019.**  
**Resolved: to approve the minutes of the meeting of the 3<sup>rd</sup> September 2019.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Nicholson  
5 in favour, 1 abstention.

**FPR085/19**     **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3<sup>rd</sup> September 2019.**  
Noted.

**FPR086/19**     **Report from RFO**  
Mr Storry's report on file.  
Mr Storry also reported/commented on the following: salary payments – online banking issues. Information to be redacted where necessary. Alternative banking arrangements to be investigated.  
Executive Officer to arrange meeting with representative of Lloyds Bank.

**Action: Exec Officer**

- FPR087/19**      **Finance Matters:**  
**i) Payments Schedule – to approve payments.**  
**Resolved: to approve payments.**  
Proposed: Cllr Cole  
Seconded: Cllr Mrs Marsh  
All in favour.
- ii) Bank Account Reconciliation Month 5– for approval.**  
**Resolved: to approve the Bank Account Reconciliation for Month 5.**  
Proposed: Cllr Cole  
Seconded: Cllr Nicholson  
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 Cole  
Seconded: Cllr Mrs Marsh  
All in favour.
- iv) Income & Expenditure Forecast – to note current position.**  
**Resolved: to note the current position.**  
Proposed: Chairman  
All in favour.
- FPR088/19**      **Capital Control Report (for information only).**  
Noted.  
Information re CIL funds to be passed to Mrs Fisher.
- FPR089/19**      **Financial Regulations.**  
**To consider the recommendations from the working group.**  
**Resolved: to approve the review and recommendations from the working group.**  
Proposed: Cllr Cole  
Seconded: Cllr Mrs Marsh  
All in favour.  
Copy of updated regulations to be provided for all Councillors.      **Action: Exec Officer**
- FPR090/19**      **Unreasonable Behaviour Policy.**  
**To consider the policy for adoption.**  
**Resolved: to adopt the Unreasonable Behaviour Policy as tabled.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Cole  
All in favour.  
Review of SO 2c – agenda item next meeting.      **Action: Exec Officer**
- FPR091/19**      **Recommendations from the Halls & Grounds Committee for consideration:**  
**i) Friends of Bishop’s Waltham Fireworks Display November 2019**  
**To approve the licence and charges for the event.**  
**Resolved: to approve the licence and charges for the event.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wilson  
All in favour.

**ii) Repairs to Hoe Road Tennis Courts Retaining Wall.**

**Acceptance of quote and appointment of contractor.**

**Resolved: to ratify the recommendation of the Halls & Grounds Committee to appoint Jay's Groundworks to undertake the works to repair the retaining wall at Hoe Road tennis courts at a cost of £2,315 + VAT.**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Nicholson

All in favour.

**Action: Deputy Exec Officer**

**FPR092/19**

**Electronic summons.**

**To review the decision to deliver by email the summons and papers for Council and Committee meetings.**

**Resolved: to refer this matter to the full Council for consideration at the November meeting.**

Proposed: Chairman

All in favour.

**Action: Exec Officer**

**FPR093/19**

**Pondside Open Space areas.**

**To consider the transfer of the open space land from Linden Homes to the Parish Council.**

**Resolved: to arrange a meeting with Linden Homes to instigate the process to transfer the open space land at Pondside to the Parish Council.**

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Marsh

All in favour.

**Action: Exec Officer**

**FPR094/19**

**Correspondence: Men's Shed, Bishop's Waltham.**

**To consider the request for an additional building/facility.**

Discussion points: costs of new facility; location; land lease; temporary solution; clarification of requirement.

**Resolved: to raise no objection to the siting of a portacabin on land to the rear of the pavilion at the Albany Road Cricket Ground subject to the Cricket Club's agreement. Any future requirements to be tabled with all necessary information.**

Proposed: Cllr Cole

Seconded: Cllr Shields

3 in favour, 2 against, 1 abstention.

**Action: Exec Officer**

**FPR095/19**

**Councillors/Clerk reports.**

None at this time.

**FPR096/19**

**Requests for future agenda items.**

Review of SO 3e.

**Action: Exec Officer**

**FPR097/19**

**Date of next meeting - Tuesday 5<sup>th</sup> November 2019.**

Noted.

**FPR098/19**

**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.**

Mr Storry left the meeting.

FPR099/19

**ACSO role.**

**i) Notes from the meeting held with the Community Safety Team (*for information only*).**

Noted.

**ii) To consider the revised job description.**

**Resolved:**

- 1. To approve the revised job description with amendment as tabled.**
- 2. To seek applicants for the Community Safety Officer role (not accredited at this time).**
- 3. To advertise two options for the role - full time (37 hours pw) or part time x 2 (20 hours pw).**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Shields

All in favour.

**Action: Exec Officer**

There being no further business the meeting closed at 8:35pm.