



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Finance, Policy and Resources**  
**Committee held at The Jubilee Hall, Little Shore Lane, Bishop's Waltham, SO32 1ED**  
**on Tuesday 5<sup>th</sup> November 2019 at 7.00pm.**



**Present:** Cllr T Wilson Chairman  
Cllr Mrs J Marsh  
Cllr B Nicholson  
Cllr R Shields  
Cllr P Wilson

**In attendance:** Mrs L Edge Executive Officer  
Mr J Storry Responsible Finance Officer  
Mrs H Fisher Administration Assistant

**Members of the public:** None

**FPR100/19 To receive and accept apologies for non-attendance.**

Cllr Cole – work commitments.

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

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson

All in favour.

**FPR101/19 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**FPR102/19 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

None relating to the business of the meeting.

**FPR103/19 Public Session.**

No members of the public were present.

**FPR104/19 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> October 2019.**

**Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 1<sup>st</sup> October 2019.**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Nicholson

All in favour.

**FPR105/19 Actions arising from the meeting of the Finance, Policy and Resources Committee - 1<sup>st</sup> October 2019.**

Noted.

**FPR106/19 Internal Auditor's Report.**

**To note the report and actions taken to date.**

**Resolved: to note the report and the actions taken to date.**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Mrs Marsh

All in favour.

FPR107/19

**Report from RFO.**

Report on file for information.

FPR108/19

**Finance matters:**

- i) **Payments Schedule – to approve payments.**  
**Resolved: to approve payments.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Nicholson  
All in favour.
- ii) **Bank Account Reconciliations – Month 6 – to note the review by the Chairman.**  
**Resolved: to note the review of the Bank Account Reconciliations for month 6.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wilson  
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 Mrs Marsh  
Seconded: Cllr Nicholson  
All in favour.
- iv) **Income and Expenditure Forecast – to note current position.**  
**Resolved to note the current position.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Wilson  
All in favour.
- v) **Retrospective Payments – for sign off as per Internal Auditor’s Report.**  
**Resolved: to sign off payments made 1.4.19 – 28.8.19.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour.

FPR109/19

**Capital Control Report**

Noted.

The Chairman stated that he was pleased with the capital spend so far this year.

FPR110/19

**Parish Council Budget Setting for 2020/21.**

**i) FPR Committee budget 2020/21 recommendations for consideration.**

**Resolved: to approve the Finance, Policy & Resources Committee budget for 2020/21 as tabled.**

**Noted: that the pension figures on all relevant budgets would be adjusted once figures received from HCC; NI figure to be adjusted for one staff member; car park budgeted to be finished in this financial year.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson.

All in favour.

**ii) Recommendations from the other Standing Committees for consideration.**

The Chairman thanked all Committees for an excellent budget setting process this year.

Cllr Wilson presented the final figures which showed a potential 7% increase on last year’s precept. He stated that, in his opinion, the Council needed to find a saving of around £20,000 to bring the increase down to 2/3%.

**Resolved: to approve the budgets with the removal of the higher contingency element of £18,927. To recommend the budget, with appropriate adjustments (as above) to the Parish Council.**

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour.

**Action: Exec Officer**

- FPR111/19 Grant application for consideration:**  
**i) Citizens Advice, Winchester District.**  
**Resolved: Proposal: to recommend a Section 142 grant of £1,000 to Citizens Advice, Winchester District in the Council year 2019/20.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Exec Officer**
- FPR112/19 Review of Standing Orders.**  
**Proposal to amend SO2(c) and SO3(e) for consideration.**  
**Resolved: to amend SO2 (c) and SO3(e) as tabled.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Wilson  
All in favour.
- FPR113/19 Albany Road Cricket Club.**  
**To consider a request to contribute towards cost of repairs/refurbishment of artificial pitch.**  
**Resolved: to offer, in principle, to cover the costs of the resurfacing. To request 2 additional quotes for the work for consideration by this Committee.**  
Proposed: Cllr Nicholson  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Exec Officer**
- FPR114/19 St Peter's PCC.**  
**Churchyard Maintenance – paper for consideration.**  
**Resolved: to note the maintenance schedule and thank the PCC for supplying it. To invite the PCC to submit a grant application as required in future years which will be considered by the Council in accordance with its procedures.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Wilson  
All in favour. **Action: Exec Officer**
- FPR115/19 CIL Funding.**  
**To appoint the working group to consider the allocation of CIL funds.**  
**Resolved: to appoint a working group (Cllrs Wilson, Shields, Nicholson and Marsh) to consider the allocation of CIL funds.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Marsh  
All in favour.  
Meeting to be arranged. **Action: TW/RS/BN/JM/LE**
- FPR116/19 Councillors'/Clerk reports.**  
None at this time.
- FPR117/19 Requests for future agenda items.**  
None at this time.
- FPR118/19 Date of next meeting – Tuesday 3<sup>rd</sup> December 2019.**  
Noted.
- FPR119/19 Motion for confidential business:**  
The Chairman then moved:  
**The following motion will be moved on the completion of the above business:**  
**“That in view of the confidential nature of the business about to be transacted involving possible legal matters 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.**

**FPR120/19**

**Debtors List for consideration.**

The Committee thanked Mrs Fisher for the updated report.  
No action required at this time.

**FPR121/19**

**Staffing Matters for consideration.**

**Appointment of Administration Assistant (Halls & Grounds Committee/Community Development Committee).**

**Resolved: to recommend the appointment of Mrs Alison Trott as the Administration Assistant (Halls & Grounds Committee/Community Development Committee) with effect from 4th November 2019.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Wilson

All in favour.

**Action: Exec Officer**

There being no further business the meeting closed at 8.37pm.