

# 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 6<sup>th</sup> August 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 R Shields	
	Cllr Mrs P Wilson	

Non-Committee Members None

Also in attendance Mrs L Edge Executive Officer

Members of public None

**FPR044/19 To receive and accept apologies for non-attendance.**

All Committee members present.

**FPR045/19 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**

None relating to the business of the meeting.

**FPR046/19 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.

**FPR047/19 Public Session.**

No members of the public were present.

Cllr Mrs Marsh read a message sent to all members of the Dynamos Club which included a comment concerning the Parish Council.

Members registered extreme disappointment with the comment.

**FPR048/19 Minutes of the meeting of the Finance, Policy and Resources Committee 2<sup>nd</sup> July 2019.**

**Resolved: to approve the minutes of the meeting of the 2<sup>nd</sup> July 2019.**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Nicholson

All in favour.

**FPR049/19 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2<sup>nd</sup> July 2019.**

Noted.

**FPR050/19 Grant application for consideration.**

**i) BW Dynamos.**

Discussion points – contact with Club since the grant application was first considered – attendance at H & G meeting; condition that Club sign agreement before any grant is agreed; subtraction of £450 saved on storage costs; cost of container – quotes needed.

**Resolved: Committee is minded to recommend a grant for the BW Dynamos for the purchase and installation of a storage container at Priory Park but requests 3 quotations for the container with rationale for choice. Grant to be approved on**

**condition that the new agreement is signed by the Club.**

Proposed: Cllr Cole

Seconded: Cllr Mrs Marsh

All in favour.

Club to be advised.

**Action: EO**

**FPR051/19**      **Recommendations from the Halls & Grounds Committee for consideration.**

**i) Upgrade of toilets at Hoe Road pavilion.**

**Resolved: to recommend to the Council the spend of £12,373.42 +VAT for KJN Home Improvements to upgrade the toilets at the Hoe Road pavilion.**

Proposed: Cllr Nicholson

Seconded: Cllr Cole

All in favour.

**Action: EO**

**ii) Goal posts.**

Discussion points: reason for new goal posts (to prevent damage to goal areas when pitches not in use); cost of installing new sockets for new pitch layout; could posts/nets be removed when not in use; a more cost-effective solution should be found.

**Resolved: to refuse the recommendation from the Halls & Grounds Committee that new portable goal posts are purchased.**

**To instruct Frouds Bros to install sockets on the new pitches at a cost of £600 + £130 for 8 new sockets by end of August.**

Proposed: Cllr Cole

Seconded: Cllr Wilson

All in favour.

**Action: EO/Senior Groundsman**

Halls & Grounds Committee to consider more cost-effective solution for the issue at

September meeting.

**Action: DEO/H&G**

**FPR052/19**      **Councillors/Clerk reports.**

None at this time.

**FPR053/19**      **Requests for future agenda items.**

None at this time.

**FPR054/19**      **Date of next meeting - Tuesday 3<sup>rd</sup> September 2019.**

Noted.

**FPR055/19**      **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.**

**FPR056/19**      **Staffing Matters.**

**Report from the Staffing Sub-Committee for consideration.**

**Recommendations from Staffing Sub-Committee:**

**1. Resolved: to recruit ACSO cover for Bishop's Waltham full time/part time up to a maximum of 37 hours per week to include possible enforcement of car park charges. Salary in the region of £24,000 rising to £25,000 on completion of probation period and accreditation.**

**To give 3 months' notice to Swanmore Parish Council of the termination of the partnership agreement.**

**To invite Sgt Gilmour in for a meeting to discuss the role and policing in BW.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Wilson

All in favour.

**2. Resolved: to recruit an Administration Assistant (H&G/CDC) 20 hours per week to manage all bookings, provide support for DEO with H & G and CD Committees. Salary £17,364 (SP1) pro rata for 20 hours £9.02 per hour.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Wilson

4 in favour, 2 against.

**3. Resolved: to recruit a Senior caretaker 20 hours per week daytime with some eve/weekend working as necessary, responsibility for managing caretaking staff. Salary in the region of £18,426 (SP4) £9.58 per hour – £19,171 (SP6) £ 9.96 per hour (pro rata for 20 hours).**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Mrs Marsh

All in favour.

Advertising for new roles to be undertaken before the end of August. **Action: EO**

**4. To increase the current Administration Assistant's (FPR/P&H) hours to 20 per week with effect from 1.8.19 (current hours 16 per week).**

Proposed: Cllr Mrs Wilson

Seconded: Cllr Cole

All in favour.

**5. To increase the salary of the Administration Assistant (FPR/P&H) as tabled with effect from 1.8.19 to reflect the increased duties and responsibilities.**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Wilson

All in favour.

**6. To approve the Terms and Conditions of Employment for Mrs E Mar-Molinero (temporary staff member).**

Proposed: Cllr Mrs Marsh

Seconded: Cllr Wilson

All in favour.

There being no further business the meeting closed at 9:00pm.