



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Finance, Policy and Resources
Committee held virtually
on Tuesday 7th July 2020 at 7.00pm.



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

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

Members of the public: None

- FPR001/20 To receive and accept apologies for non-attendance.**
All Committee members present.
- FPR002/20 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.
- FPR003/20 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.
- FPR004/20 Public Session.**
No members of the public were present.
- FPR005/20 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd March 2020.**
Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 3rd March 2020
Proposed: Cllr Nicholson
Seconded: Cllr Mrs Wilson
All in favour.
- FPR006/20 Actions arising from the meeting of the Finance, Policy and Resources Committee -3rd March 2020.**
Noted.
FPR079/19 CA Lease – Executive Officer to obtain update. **Action: Exec Officer**
FPR170/19 Asset check – Halls Manager to confirm check is complete. **Action: Halls Mgr**
- FPR007/20 Comments re Auditor's recommendations – 2020 Year End**
To note the comments of the Chairman.
Resolved: to note the comments of the Chairman in relation to the Auditor's recommendations – 2020 Year End.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
- FPR008/20 Report from RFO.**
Report on file for information.
Mr Storry also reported/commented on the following:
Reduction in bank interest rates – Arbuthnot Latham, expected loss of £350. Barclays rate reduction to 0.01% in July – Council should consider moving funds.
Online access for Arbuthnot Latham – full mandate required.
VAT refund, Pension regulator, LGPS return.

FPR009/20

Finance matters:

- i) **Payments Schedule – to approve payments made during lockdown.
Resolved: to approve payments made during lockdown.**
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Wilson
All in favour.
- ii) **Bank Account Reconciliations – Month 2 – to note the review by the Chairman.
Resolved: to note the review of the Bank Account Reconciliations for Month 2.**
Proposed: Cllr Nicholson
Seconded: Cllr Mrs 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 (noting the missing budget figure in the Balance Sheet).**
Proposed: Cllr Mrs Wilson
Seconded: Cllr Shields
All in favour.

FPR010/20

**Account Code Comparison Report 2020-21.
Report from Chairman – for information only.**

Noted.

Expense codes to be reviewed by Chairman, Executive Officer and Deputy Executive Officer when office reopens (August). **Action: Chair, Exec Officer, Dep Exec Officer**

FPR011/20

**Precept Benchmarking – all Parish/Town Councils within the Winchester District.
Report from Chairman – for information only.**

Noted.

Discussion points – need to justify figures for residents; No benefits from increased population & buildings yet received from new developments.

FPR012/20

Capital Control Report

Noted.

FPR013/20

**Expenditure Review 2020/21 in light of Covid-19.
Proposal from Chairman for consideration.**

Discussion points: Impact on CIL of changes in developments (particularly Albany Farm); need for discussions with Senior Groundsman re new equipment; H & G to review CIL projects.

The £30K to £40K loss currently expected, primarily from reduced income will require savings from all precept funded revenue and capital expenditures. Updated estimates to be presented at the August meeting.

**Resolved to remove £70K of Halls & Grounds Committee CIL funded projects from the allocation lists.
Proposal for projects to be removed to be tabled at next meeting.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

Action: Cllr Nicholson, Deputy Exec Officer

FPR014/20

Grant applications for consideration:

i) Bishop's Waltham In Bloom

Resolved: to recommend a Section 144 grant of £1000.00 to Bishop's Waltham In Bloom in the Council year 2020/21. Council logo to be added to the van to acknowledge support of the PC.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson

3 in favour, 1 against, 1 abstention.

ii) Meon Valley Heart Start.

Resolved: to recommend a General Power of Competence grant of £200.00 to Meon Valley Heart Start in the Council year 2020/21. Grant to be paid once date for event has been confirmed.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson
4 in favour, 1 abstention.

iii) St Peter's PCC.

Resolved: to recommend a Section 214 grant of £1500.00 to St Peter's PCC in the Council year 2020/21.

Proposed: Cllr Mrs Wilson
Seconded: Cllr Nicholson
All in favour.

All recommendations to be tabled at the Council meeting 14.7.20.

Action: Exec Officer

FPR015/20

**Grant Policy Review.
For consideration.**

Resolved: to adopt the policy with the removal of the exclusion for medical equipment.

Proposed: Cllr Mrs Marsh
Seconded: Cllr Shields
All in favour.

FPR016/20

Non-Use of facilities due to Covid-19.

Proposal from the Chairman for consideration.

Resolved: to approve the figures tabled and to delegate authority to the Executive Officer and Deputy Executive Officer to action where necessary.

Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour.

FPR017/20

LGA New model code of conduct consultation

To consider a response for recommendation to the Council.

Resolved: to submit a comment in relation Question 3 – not individual unless the form is to be signed by an individual.

Proposed: Cllr Shields
Seconded: Cllr Nicholson
All in favour.

Action: Exec Officer

FPR018/20

Councillors' /Clerk reports.

None at this time.

FPR019/20

Requests for future agenda items.

None at this time.

FPR020/20

Date of next meeting – Tuesday 4th August 2020.

Noted.

The Chairman encouraged all Committee Chairmen to hold Committee meetings in July where possible.

FPR021/20

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, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

FPR022/20

Staffing Matters for consideration:

i) Appointment of CSO.

Resolved: to recommend the appointment of Mr Ben Partridge as CSO (terms as per paper).

Proposed: Cllr Nicholson
Seconded: Cllr Mrs Marsh
All in favour.

Recommendation to be tabled at Council meeting.

Action: Exec Officer

ii) Return to office plan and risk assessment.

Resolved: to accept the return to office plan and risk assessment.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Marsh

All in favour.

FPR023/20

Debtors List for consideration.

Noted.

No actions required.

There being no further business the meeting closed at 8:21pm