



**Bishop's Waltham Parish Council**  
**A Meeting of the Finance, Policy and Resources Committee**  
**will be held in the Ruby Room of The Jubilee Hall, Bishop's Waltham**  
**on Tuesday 2<sup>nd</sup> April 2024 at 7pm**

**The meeting will be open to the public unless the Committee directs otherwise.**

**Agenda**

***All papers/reports are available from the Council offices (except where classified as confidential).***

1. To receive and accept apologies for non-attendance.
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 5<sup>th</sup> March 2024
6. Actions arising from the minutes of the meeting of 5<sup>th</sup> March 2024 - *for information only*
7. Report from Finance Manager - *for information only*
8. Finance matters:
  - i) Payments Schedule – *to approve payments.*
  - ii) Bank Account Reconciliations Month 11 – *to note the review by the Chairman*
  - iii) Parish Council Balance Sheet – *to note current position*
  - iv) Income and Expenditure Forecast - *to note current position*
  - v) Ear Marked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. Annual Investment Report – *for information only*
11. Asset Register Review – *for approval*
12. Cyber Security – *for consideration*
13. Allotment Paper – *for ratification*
14. Requests for future agenda items - *for information only*
15. Date of next meeting – 7<sup>th</sup> May 2024
16. Motion for confidential business:

**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.**

17. Debtors' List - *for consideration*
18. Facilities Review – Update from the Executive Officer and Working Group - *for consideration*



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19. Land Transfers – Update, including Legal Fees Quotation - *for consideration*
- i) Bishop's Meadow
  - ii) Albany Wood
20. Recommendations from Halls And Grounds Committee – *for consideration*
- i) Quotations for Upgrade of Haul Road at Priory Park to Provide Permanent Year-Round Pedestrian Access to Skatepark – *for consideration*
  - ii) Quotations for Tree Work at Oak Road – *for approval*
  - iii) Quotations for Tennis Courts Repainting – *for consideration*
  - iv) Dynamos Licence Renewal – *for approval*
  - v) Proposed Changed to Dynamos' Event Licence – *for approval*
  - vi) Procurement of Tractor – *for consideration*
  - vii) Bowls Club Licence Renewal – *for consideration*
  - viii) Correspondence from Public Procurement Review Service regarding the Jubilee Hall Solar Panel Tender Process – *for information*
21. Bishop's Waltham Cricket Club Lease – Draft Lease and Legal Fees – *for consideration*
22. Staffing Matters – *for consideration*
- i) Temporary Part time Caretaker position – *for approval/ratification*
  - ii) Appraisals Policy and Process Spring 2024 – *for consideration*
  - iii) Appointment of additional members to Staffing Sub-Committee – *for consideration*
  - iv) Recommendations for action by FP&R members – *for consideration*
  - v) Review of Training – *for information*
    - CiLCA – Admin Officer
    - Community Governance – Exec Officer
    - Playground Inspection – Grounds team (3)
    - First Aid (CSO)
  - vi) Additional training needs – *for consideration*
23. Land Investigation – Update from Working Group – *for consideration*

*E McKenzie*  
Clerk to the Committee  
26<sup>th</sup> March 2024