



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 2nd December 2025 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 agenda items.
3. To receive and accept any personal, pecuniary and non-pecuniary interests relating to agenda items.
4. Public Session - *for information only*
5. To approve the minutes of the meeting of 4th November 2025
6. Actions arising from the minutes of the meeting of 4th November 2025 - *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 7 – *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) Earmarked Reserves – *to note current position*
9. Capital Control Report - *for information only*
10. AGAR Assertion 10 – *for consideration*
11. 1st Interim Internal Audit 2025-26 – *for consideration*
12. Addition to Council Insurance Policy 2205-26 – *for ratification*
13. Upgrade to Rialtas System - *for consideration*
14. Purchase of Office Software – *for consideration*
15. New WCC Street Cleansing and Grounds Maintenance Service – *for consideration*
16. Parish Council Draft Budget Setting and Precept for 2026/27 – *for consideration*
17. Sexual Harassment in the Workplace – Awareness Training – *for ratification*
18. Staffing Sub-Committee – Updated Terms of Reference – *for approval*
19. Requests for future agenda items - *for information only*
20. Date of next meeting – 6th January 2026



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21. 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.**
22. Debtors' List - *for consideration*
23. Quotations for Health and Safety Consultancy – *for consideration*
24. Land Transfers – Bishop's Meadow Update from Solicitors – *for consideration*
25. Quotations for Jubilee Hall Stair Lift LOLER Statutory Inspection – *for consideration*
26. Quotation for Jubilee Hall Kitchen Deep Clean – *for ratification*
27. Staffing Matters – *for consideration*

E McKenzie
Clerk to the Committee
25.11.25