



**Bishop's Waltham Parish Council**  
**Minutes of the meeting of the Parish Council Finance, Policy and Resources**  
**Committee held in the Ruby Room of the Jubilee Hall, Bishop's Waltham**  
**on Tuesday 4<sup>th</sup> January 2022 at 7pm.**



**Present:** Cllr D Iro  
Cllr K Jones Vice Chairman  
Cllr J Marsh  
Cllr M Pavey  
Cllr J Wood

**In attendance:** Mrs H Fisher Senior Admin Assistant (Finance)  
Mrs E McKenzie Executive Officer  
Mr J Story Responsible Finance Officer

**Members of the public:** 2

**FPR139/21 To receive and accept apologies for non-attendance.**

Cllr B Nicholson - indisposed

Cllr T Wilson – indisposed

**Resolved: To accept apologies for non-attendance**

**Proposed: Cllr Iro**

**Seconded: Cllr Wood**

**All in favour**

**FPR140/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

Nothing relating to the business of the meeting.

**FPR141/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

Nothing relating to the business of the meeting.

**FPR142/21 Public Session.**

Two members of the public were present who stated that they were just attending to observe proceedings.

A councillor clarified an authorisation of a payment due.

Approval was sought for the forthcoming social event by the Community and Environment Committee Chairperson. The consensus was that this should proceed and attendees be encouraged to take a lateral flow test before coming and to keep numbers in the hall manageable to enable social distancing.

**FPR143/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> December 2021**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7<sup>th</sup> December 2021**

Proposed: Cllr Marsh

Seconded: Cllr Wood

All in favour

A note was made to ensure the Staff Charges Procedures Policy was included in the Policies File.

**ACTION: Staff Charges Procedures Policy to be included in Policies File ACTION: Clerk**

**FPR144/21 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> December 2021**

Noted.

**FPR145/21 Report from RFO.**

Report noted and on file.

Mr Story reported/commented on the following:

- Online access to Arbuthnot Latham by Cllr Marsh and the Executive Officer confirmed
- Transfer of funds considered with the 100-day notice account clarified as needing 4 months' notice of movement. This was queried by committee members. The interest rate was noted as much more favourable than the current account at Barclays.

**ACTION: RFO to clarify access to accounts and if fit for council purposes. Agenda Item for February.** **ACTION: RFO**

- Castle Water/Debt Collection – this matter was reported as ongoing. The committee noted that the payment had been decided to be made at the previous meeting as a matter of urgency. The RFO replied that further consideration should be given before the payment was made and seeking legal advice had been suggested. The Chairman stated that a clear action had been given to pay the outstanding debt and then seek legal advice. The Executive Officer stated that the advice team had requested a clear summary of this matter to then consider.

**ACTION:**

**i) RFO to pay the outstanding debt within the next two days**

**ACTION: RFO**

**ii) EO to check that this was the correct procedure with the legal team to clarify further appropriate steps to take**

**ACTION: EO**

**FPR146/21**

**Finance matters:**

**i) Payments Schedule – to approve payments.**

**Resolved: to approve the payments**

**Proposed: Cllr Wood**

**Seconded: Cllr Marsh**

**All in favour**

The payment to Stannah Stairlift was queried as expensive and could an alternative service provider be considered

**ACTION: Review annual costs of stairlift and investigate if another service provider could be considered**

**ACTION: Senior Admin Asst / Halls Manager**

**ii) Bank Account Reconciliation Month 9 – to note the review by the Chairman.**

**Resolved: to note the review of the Bank Account Reconciliations Month 9 by the Chairman.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**iii) Parish Council Financial Position Year to Date and Balance Sheet – to note current position**

**Resolved: to note the current Financial Position Year to Date and Balance Sheet.**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

**All in favour.**

The Chairman reminded Committee Chairs that they needed to spend against budgets set or plan accruals for the next financial year.

Large amounts of money were budgeted for Montague Road play park and the Priory Park overflow car park extension but noted both unlikely to be actioned before the end of this financial year.

A query was raised over the income received from the dental van. ACTION: Senior Admin Asst  
The Senior Admin Assistant was preparing a review of the Electric Vehicle Charging Points for next month's meeting.

**iv) Income and Expenditure Forecast - to note current position.**

Noted

**FPR147/21**

**Capital Control Report - for information only.**

Noted.

FPR148/21

**Parish Council Budget Setting for 2022/23**

**Recommendations from the Standing Committees – for consideration**

The Chairman reminded the Committee that these budgets had been very carefully considered and now presented as final proposals.

A query on the increase in the Halls and Grounds Committee request was explained by the two members of the said committee present. The plans for the Facilities Review projects, including the Priory Park car park extension and upgraded skate park were noted.

**Resolved: To approve the Committee Financial Budgets as tabled and refer the precept requirement for 2022/23 of £505,255.00 to Full Council for final approved and then onto Winchester City Council**

**Proposed: Cllr Marsh**

**Seconded: Cllr Iro**

**All in favour**

**ACTION: Clerk**

FPR149/21

**Recommendations from the Halls and Grounds Committee – for consideration**

- i) Halls and Grounds Hire Rates 2022/23**
- ii) Morley Drive Replacement Fence Request**
- iii) Replacement Windows at Jubilee Hall**
- iv) Upgraded CCTV at Jubilee Hall**

**Halls and Grounds Hire Rates 2022/23**

Cllr Marsh explained that the rates had only increased by CPI and charges were comparable to other hall hires in the area. The CPI was noted as higher than previous years but this was a standard rate to apply. The anticipated increase in utility rates was noted.

**Resolved: To ratify the recommendation of the Halls and Grounds Committee in relation to the Halls and Grounds Hire Rates 2022/23**

**Proposed: Cllr Marsh**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Clerk**

**Morley Drive Replacement Fence Request**

**Resolved: To ratify the recommendation of the Halls and Grounds Committee in relation to permission for residents of 1 Morley Drive to replace the fence on Parish Council land**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**ACTION: Admin Officer**

**Replacement Windows at Jubilee Hall**

The frame material of the windows was highlighted. The detailed investigation by the Halls Manager into materials and styles was noted.

**Resolved: To recommend to the Full Council the appointment of CDA to carry out window replacement project (using aluminium windows) at a cost of £22,827 excluding VAT, (as budgeted for 2021-22 to a total cost of £25,000).**

**Proposed: Cllr Marsh**

**Seconded: Cllr Wood**

**All in favour**

**ACTION: Clerk**

**Upgraded CCTV at Jubilee Hall**

**Resolved: To ratify the recommendation of the Halls and Grounds Committee in relation to the appointment of Forward Control to carry out the HD CCTV upgrade of the Jubilee Hall at a cost of £3,984 + VAT, as budgeted for 2021-22 to a total cost of £5,000**

**Proposed: Cllr Wood**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Clerk**

- FPR150/21** **Current Grant Opportunities** - *for consideration.*  
No further updates noted.  
Reminder given to all Committee Chairs to look for grant opportunities when planning projects. Cllr Wood and Cllr Jones noted that a grant application was currently in progress for the speed gates project.
- FPR151/21** **Montague Road Land Transfer** – *for consideration*  
The Executive Officer noted the solicitor's dedication in answering queries, liaising with the corresponding legal team and enabling this transfer to progress. Points regarding access had been clarified. The Committee noted that this land was still prone to flooding and were aware that neither WCC nor the Developer were taking further remedial action to alleviate this issue. The Committee were disappointed with this outcome and felt that further drainage works would inevitably be needed. The Halls and Grounds Committee were aware of this within their work in preparing to install the planned play area at this site.  
**Resolved: To recommend to Full Council to sign and seal the documents to mark the transfer of land at Montague Road to Bishop's Waltham Parish Council**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Marsh**  
**All in favour** **ACTION: Clerk**
- FPR152/21** **Requests for future agenda items**  
Transfer of Funds
- FPR153/21** **Date of next meeting – Tuesday 1<sup>st</sup> February 2022**  
Noted
- FPR154/21** **Motion for confidential business:**  
The Chairman then moved:  
**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.**  
  
The members of the public thanked the committee and left the meeting room.
- FPR155/21** **Debtors List** - *for consideration*  
The Senior Admin Assistant provided clarification to queries arising. A number of chases on debtors noted for action. The Chairman requested that any debtors of concern were reported to committee in between meetings if the need arose.
- FPR156/21** **Staffing Matters – Paper from Executive Officer** - *for consideration*  
**Resolved: To agree the agenda for the Staffing Sub-Committee and set a date for the meeting**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Marsh**  
**All in favour**  
  
**ACTION: To set meeting date** **ACTION: Clerk**
- There being no further business the meeting ended at 8:10pm.