



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 1st February 2022 at 7pm.



Present:	Cllr K Jones	Vice Chairman
	Cllr J Marsh	
	Cllr B Nicholson	
	Cllr M Pavey	
	Cllr J Williams	
	Cllr T Wilson	Chairman
	Cllr J Wood	
In attendance:	Mrs H Fisher	Senior Admin Assistant (Finance)
	Mrs E McKenzie	Executive Officer
	Mr J Storry	Responsible Finance Officer

Members of the public: 0

- FPR157/21 To receive and accept apologies for non-attendance.**
Cllr Iro – family commitment
Resolved: To accept apologies for non-attendance
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour
- FPR158/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
Nothing relating to the business of the meeting.
- FPR159/21 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.
- FPR160/21 Public Session.**
No members of the public were present at the meeting.
- FPR161/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th January 2022**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th January 2022
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour who were in attendance at the meeting.
- FPR162/21 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7th December 2021**
Noted.
FPR146/21 Income noted and hirer returning to site
FPR149/21 Rates were due to be passed to regular hirers and updates already on website for April 2022
FPR074/21 Card Reader issue to be resolved.
FPR055/21 Policies have been reviewed and draft updates due for March meeting.
- FPR163/21 Report from RFO.**
Report noted and on file.
Mr Storry reported/commented on the following:
- Accounts access as per paper on next agenda item FPR164/21
 - Outstanding charge to Castle Water confirmed as paid.

The Chairman noted this and stated that no further action should be taken with regard to Castle Water as it had taken a great deal of Council and employee time to resolve this matter. The matter should be written off and the water supply contract for Jubilee Hall to be transferred to Business Stream as soon as possible. These actions to be confirmed by Parish Council at their meeting on 8th February.

ACTION: To recommend to Parish Council that any relations with Castle Water should be written off and the water supply contract for Jubilee Hall to be transferred to Business Stream as soon as possible.

ACTION: Chairman and Executive Officer to prepare paper for Parish Council for 8.2.22

ACTION: RFO/Halls Manager to action transfer of water supply contract as soon as possible

- VAT return had been prepared
- The Internal Auditor visit on the afternoon of Tuesday 22nd February noted
- Fourth instalment of the car park loan had been paid in January 2022

FPR164/21

Accounts Access - for consideration.

The RFO presented the paper for consideration. A number of options and queries were discussed. It was highlighted that there were too many accounts which needed consolidation and simplifying. Alternative and more competitive accounts should be investigated and considered in due course.

Resolved:

- Move monies in the Arbuthnot Latham 100 Day Notice account into the Barclays Active Saver account**
- Move £325,000 from Barclays Active Saver into the Arbuthnot Latham Fixed Term Account**
- Move monies to keep the Arbuthnot Latham Call Out Account as low as possible**

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: RFO

ACTION: Account names to match on balance sheet for clarity

ACTION: RFO

FPR165/21

Finance matters:

- Payments Schedule – to approve payments.**

Note to progress action point to ensure price comparisons for cost efficient spending.

Resolved: to approve the payments

Proposed: Cllr Wilson

Seconded: Cllr Marsh

All in favour

- Bank Account Reconciliation Month 10 – to note the review by the Chairman.**

It was noted that due to the early date of this meeting a Month 9 report would be more accurate to present.

Resolved: to note the review of the Bank Account Reconciliations Month 10 by the Chairman.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

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

Noted as Month 10.

Hopes for the Community Payback Scheme to be restarted – contacts being sought.

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

Proposed: Cllr Jones

Seconded: Cllr Wood

All in favour

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

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

FPR166/21 Capital Control Report - for information only.

Noted.

FPR167/21 Grant Opportunities - for consideration.

An application to the Hampshire County Councillor's Grant Fund was considered.

Resolved: To apply for a grant to fund planter/s to the amount of £500

Proposed: Cllr Wood

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer/ Admin Asst

FPR168/21 Recommendations from the Halls & Grounds Committee - for consideration.

i) FPR168/21 Carnival 2022- Licence and Rates

The Committee considered that an additional charge for toilet cleaning mid event may be required.

Resolved: To approve the Carnival 2022 Licence and Rates, with the addition of a toilet cleaning charge

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: To clarify the charge for a caretaker clean for the event and include this on charges sheet.

ACTION: Halls Manager/Admin Officer

ii) Dynamos Football Club - Licence

The Committee noted the dates for each season confirmed on the licence.

It was queried that there were outstanding charges for August play before the licence term commences.

ACTION: To review outstanding charges and invoice for bookings taken. To inform Dynamos of charges.

ACTION: Snr Admin Asst

Resolved: To approve the Licence as tabled

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

FPR169/21 Council Allowances – for consideration

It was queried where the monies went if not claimed, with the answer being that it is transferred into Parish Council reserves.

i) Chairman's Allowance

Resolved: To approve the £500 budget for the Chairman's Allowance 2021-22

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ii) Councillors' Allowance

Resolved: To approve the £120 budget, per councillor, for the Councillors' Allowance 2021-22

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: To send an email to all councillors reminding them of allocated allowance and to claim via the Executive Officer

ACTION: Executive Officer

- FPR170/21** **Stair Lift Comparison - for consideration**
The options presented were duly considered.
- Resolved: To retain the 5 Star Contract with Stannah**
Proposed: Cllr Jones
Seconded: Cllr Wilson
All in favour
- FPR171/21** **Review of Jubilee Hall Car Park Charges – for consideration**
It was noted that the operational function of the car park will be transferred to the Halls and Grounds Committee in April 2022, whilst the loan remains with this committee.
Three points were made:-
- Callout maintenance needs to be quicker to fix faults
 - Machines noted as slower and more expensive than in the central car park
 - Rates underestimated by Winchester City Council and effect shown in financial report
- FPR172/21** **Financial Regulations – Inclusion of Staff Hire Procedures policy - for consideration**
Noted.
This would be included in the Financial Regulations Review in March's meeting.
- FPR173/21** **Deed of Access – Update – for consideration**
Further detail required. Withdrawn until next meeting.
- FPR174/21** **Policies Review – Update – for consideration**
Further detail required. Withdrawn until next meeting.
- FPR175/21** **Requests for future agenda items**
None at this time.
- FPR176/21** **Date of next meeting – Tuesday 1st March 2022**
Noted
- FPR177/21** **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.
- FPR178/21** **Debtors List - for consideration**
Noted. The Senior Administration Assistant is following up on any cases of debt.
- FPR179/21** **Staffing Matters - for consideration**
- i) Probationary Period Review – Administration Officer
The Committee offered thanks to the Administration Officer for her effective and efficient administration skills shown for the role during her probationary period. Her calm diplomacy when dealing with residents was noted.
- Resolved:**
- i) **To approve the sign off of the probationary period for the Administration Officer**
 - ii) **To approve a pay increase from Scale Point 9 to Scale Point 11**
 - iii) **To note objectives set for early 2022**
- Proposed: Cllr Nicholson**
Seconded: Cllr Wood
All in favour

- ii) Contract for Temporary Cover of Administration Assistant Role
The Committee noted the assistance provided by the temporary Halls Bookings Clerk which was much appreciated by the other office staff in covering this key function within the team.
Resolved:
 - i) **To approve the contract as tabled for the Temporary Halls Bookings Clerk**
 - ii) **To retain the temporary contract for a two further weeks (7-18th February 2022), and thereafter rolling as may be necessary****Proposed: Cllr Pavey**
Seconded: Cllr Marsh
All in favour
- iii) Meeting with Staff Member 13.1.22
Noted. Staffing Sub-Committee currently reviewing job descriptions ahead of annual appraisals.
- iv) Minutes of the Staffing Sub-Committee 18.1.22
Noted.
- v) Minutes of the Staffing Sub-Committee 25.1.22
Noted.

There being no further business the meeting ended at 9:15pm.