



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 March 2022 at 7pm.



Present:

Cllr D Iro
Cllr J Marsh
Cllr B Nicholson
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 Story Responsible Finance Officer

Members of the public: 0

FPR180/21 To receive and accept apologies for non-attendance.

Cllr Jones - indisposed
Cllr Pavey – indisposed

Resolved: To accept apologies for non-attendance

Proposed: Cllr Iro

Seconded: Cllr Wood

All in favour

FPR181/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

Nothing relating to the business of the meeting.

FPR182/21 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.

FPR183/21 Public Session.

No members of the public were present at the meeting.

FPR184/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1st February 2022

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1st February 2022

Proposed: Cllr Marsh

Seconded: Cllr Wood

All in favour who were in attendance at the meeting.

FPR185/21 Actions arising from the meeting of the Finance, Policy and Resources Committee – 1st February 2022

Noted.

Meeting with Crest Nicholson regarding the SINC would be scheduled for later in March.

Invoices in process for Dynamos Football Club.

Grant application submitted and awaiting a response.

Hire Rates for April 2022 due to be sent out to regular hirers imminently.

FPR186/21 Report from RFO.

Report noted and on file.

Mr Story reported/commented on the following:

- Bank account movements as planned.
- Internal Auditor visit complete with two minor recommendations noted.
- All water supply contracts due to be with the new supplier by end of March 2022.

- Chasing final credit from Castle Water for supply to Priory Park Clubhouse.

FPR187/21

Finance matters:

i) Payments Schedule – to approve payments.

The RFO informed the Committee that the total column was not accurate and provided an updated version. The Committee approved this and the Chairman signed the final document.

Resolved: to approve the payments

Proposed: Cllr Iro

Seconded: Cllr Wood

All in favour

ii) Bank Account Reconciliation Month 10 – to note the review by the Chairman.

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

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

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

The coding for salaries was noted as 'Basic Salaries' for permanent staff and 'Salaries – temporary staff'. It was noted that bookings had increased in early 2022, especially in Priory Park Clubhouse.

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

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

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

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

FPR188/21

Capital Control Report - for information only.

Noted.

The CCTV installation invoice and the invoice for purchase of Badminton nets and posts were due this month.

FPR189/21

Annual Review of Earmarked Reserves – for consideration

Cllr Wilson explained the detail of the spreadsheet tabled. A note was made to include any CIL funds received by 30.4.22

Resolved: To approve the transfer of earmarked reserves

Proposed: Cllr Wilson

Seconded: Cllr Iro

All in favour

FPR190/21

Annual Review of Financial Regulations – for consideration

The updates indicated on the paper were noted. One amendment was made to 7.3 which should read 'No changes can be made...'. A careful check of numbering would be made before the final document circulated.

Resolved: To recommend the updates to the Financial Regulations to Full Council for approval

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour

FPR191/21

Annual Review of Financial Risk Assessment – for consideration

It was suggested that page numbers would be useful for reference purposes. Additions to the section 'Loss of Income' were noted to read 'banked at least monthly or as required' and to include the car park ticket machines. Two action plans were noted as complete and two were to be carried forward into the 2022-23 year. It was recommended to add to the action plan that the H&S

audit was carried out in the next financial year and ensure updates to H&S posters and defibrillator checks were undertaken.

Resolved: To recommend the review updates of the Financial Risk Assessment, with action plan, to Full Council

Proposed: Cllr Wilson

Seconded: Cllr Marsh

All in favour

FPR192/21

Licence and Lease Rate Increase 2022-23 – for consideration

The paper was presented for consideration. One correction was required for the tennis licence which was noted on the spreadsheet tabled. The club were aware of the charges planned over three years which were subject to VAT and relevant CPI increases. It was noted that that the lease expired in 2023 and a meeting regarding renewal considerations would be required in summer 2022 to ensure timely discussions were held. An update was given on the lease with the Citizens Advice. The lease was currently with solicitors and a meeting hoped for April ahead of discussions to sign the lease for the previous year before considering the new year's lease due in May 2022.

Resolved: To approve the licence and lease rate increases 2022-23, with correction made for Active Academy lease, and a note on Citizens Advice made

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

FPR193/21

Additional Administrative Charges – for consideration

Paper required further checks on pricing. Withdrawn until updates made in time for next meeting.

FPR194/21

Staff Charges 2022-23 – for consideration

Resolved: To approve the staff charges 2022-23

Proposed: Cllr Wilson

Seconded: Cllr Williams

All in favour

FPR195/21

Grant Opportunities - for consideration

It was decided to only include active grant applications in progress with status listed, and any new opportunities to be aware of.

ACTION: Admin Assistant to note and provide paper each month.

ACTION: EO/Admin Asst

FPR196/21

Recommendations from the Halls & Grounds Committee - for consideration.

The Chairman of the Halls and Grounds Committee explained this recommendation.

Resolved: To approve the recommendation from the Halls and Grounds Committee to allow the Meon Valley Bowls Club to install an emergency exit at the Priory Park site

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

FPR197/21

Deed of Access – Update – for consideration

Two amendments were made and noted on the papers tabled.

i) to use term homeowner/occupier

ii) 1.2 add in 'except for access to Jubilee Hall car park for season ticket holders'

Resolved: To approve the Deed of Access policy and related Deed of Access document with amendments as tabled with recommendation of ratification by Full Council

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour

- FPR198/21** **Policies Review – Update – for consideration**
The Executive Officer provided an update to the review and would return this item for approval at next month's meeting.
- FPR199/21** **Electric Vehicle Charging Points – Report from Working Group – for consideration**
Cllr Iro presented the notes made at the meeting with a supplier of electric vehicle charging points. Cllr Wood explained that the Planning and Highways Committee were considering signage directing drivers to the Jubilee Hall for this facility. Cllr Nicholson suggested this matter was put on the agenda for a forthcoming Southern Parishes meeting to share ideas and a common approach.
ACTION: To pass idea to Southern Parishes Clerk for inclusion on forthcoming agenda
ACTION: Executive Officer
- FPR200/21** **Requests for future agenda items**
Standing Orders Review.
- FPR201/21** **Date of next meeting – Tuesday 5th April 2022**
Noted.
- FPR202/21** **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.
- FPR203/21** **Debtors List - for consideration**
Noted. The Senior Administration Assistant was following up on any cases of debt.
- FPR204/21** **Mobile Dental Unit Agreement - for consideration**
The agreement was considered. Query over use of kitchen and toilet facilities raised. CPI to be as published each September.
Resolved: To agree in principle to the Mobile Dental Unit Agreement for approval by Full Council
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour

ACTION: To check if hirer requires facilities and if available for 2022/23
ACTION: Snr Admin Asst/Halls Manager
- FPR205/21** **Mobile Phone Contracts - for consideration**
The three quotations were duly considered.
Resolved: To recommend that Digi Toolbox (O2) were appointed for the mobile phone contract at a cost of £4,160.66 over 24 months and refer to Full Council for approval
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour
- FPR206/21** **Staffing Matters - for consideration**
The Committee noted the Minutes of the Staffing Sub-Committee Meeting 15.2.22 with actions and recommendations as tabled. The Chairman noted that under iii) this was not a pay award but a change in accordance with the National Living Wage.
Resolved:
i) To note the minutes of the Staffing Sub-Committee meeting 15.2.22
ii) To recommend the CSO role is placed on the pay scale at Spinal Point 5
iii) To recommend that the two employers, currently due to be below the National Living wage hourly rate on 1.4.22, have their hourly rate increased to £9.50 of as 1.4.22
iv) To note that all other salary spinal points await information from the government/NALC
v) To note the updated Appraisal Form and Schedule for March 2022

Proposed: Cllr Wilson
Seconded: Cllr Wood
All in favour

There being no further business the meeting ended at 9:14pm.