



**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 5<sup>th</sup> April 2022 at 7pm.**



<b>Present:</b>	Cllr D Iro	
	Cllr K Jones	Vice Chairman
	Cllr J Marsh	
	Cllr B Nicholson	
	Cllr M Pavey	
	Cllr T Wilson	Chairman
	Cllr J Wood	
<b>In attendance:</b>	Mrs E McKenzie	Executive Officer
	Mr J Story	Responsible Finance Officer
<b>Non-Committee Members:</b>	Cllr K Ford	
	Cllr E Jelf	
	Cllr P Wilson	
<b>Members of the public:</b>	0	

**FPR207/21 To receive and accept apologies for non-attendance.**

Cllr J Williams - indisposed

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

**Proposed: Cllr Pavey**

**Seconded: Cllr Iro**

**All in favour**

Apologies for non-attendance also received from Mrs Fisher, Senior Administration Assistant.

**FPR208/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

Nothing relating to the business of the meeting.

**FPR209/21 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.

**FPR210/21 Public Session.**

A check was made as to whether all Standing Orders suggestions were to be considered this evening under the relevant agenda item. This was confirmed as correct.

Concern was raised over a second political leaflet distributed to the community. The issue of politics in a parish council was highlighted as parish councils are apolitical.

**ACTION: Seek advice on action to be taken**

**ACTION: Executive Officer**

**FPR211/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> March 2022**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1<sup>st</sup> March 2022**

**Proposed: Cllr Marsh**

**Seconded: Cllr Iro**

**All in favour who were in attendance at the meeting.**

**FPR212/21 Actions arising from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> March 2022**

Noted.

Update on Citizens Advice lease provided. No significant progress. Chases in action.

Meeting at the Albany Wood SINC due at the end of April.

Mobile Dental Van possible return later in the year after refurbishment.

**FPR213/21**

**Report from RFO.**

Report noted and on file.

Mr Storry reported/commented on the following:

Amendment to report – effective April 2021, not April 2022

Noted effect of backdated pay award.

**FPR214/21**

**Finance matters:**

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

A reminder was given concerning best value purchase locations. The self-closing gates were clarified as footpath kissing gates.

A trial report drawn from the computer accounting system was suggested for next month as a comparison to the schedule created by the RFO.

**ACTION: Draw off payments schedule information as computer report for May 2022 meeting.**

**ACTION: RFO/Senior Admin Asst/ Cllr Pavay**

**Resolved: to approve the payments**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**ii) Bank Account Reconciliation Month 11 – to note the review by the Chairman.**

**Resolved: to note the review of the Bank Account Reconciliations Month 11 by the Chairman.**

**Proposed: Cllr Jones**

**Seconded: Cllr Pavay**

**All in favour**

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

Any available funds at year end were confirmed as transferred to general reserves.

Investigation into the electricity usage at the Estates Shed was in progress.

Limitations to Barclaycard discussed and use of an App considered.

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

**Proposed: Cllr Iro**

**Seconded: Cllr Pavay**

**All in favour**

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

Noted

**FPR215/21**

**Capital Control Report - for information only**

Noted.

Badminton nets purchased, installed and in use.

**FPR216/21**

**Internal Auditor Report – for consideration**

A very successful audit noted. Two matters arising addressed.

The report would now be referred to Full Council on 12<sup>th</sup> April.

**FPR217/21**

**Licence and Lease Rate Increase 2022-23 – for consideration**

The update was presented for approval.

**Resolved: To approve the licence and lease rate increases 2022-23**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**FPR218/21**

**Additional Administrative Charges – for consideration**

Proposed charges considered.

Lengthsman mileage charge set as per Winchester City Council charges.

Charges to be set including VAT.

Further publicity needed for Season Ticket availability at Jubilee Hall car park.

**Resolved: To delegate authority to the Chairman and Senior Admin Assistant to calculate appropriate charges, including VAT, and present final charges for 2022-23**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Cllr Wilson / Snr Admin Asst**

**FPR219/21**

**Standing Orders Review – for consideration**

The Chairman presented the suggested amendments, as highlighted in the papers in red ink, and each was duly considered.

The Chairman thanked all councillors for their suggestions in this annual review. However, there was insufficient time to consider all suggestions tabled at this meeting so these would be carried forward to the next one.

**Resolved: To approve the Standing Orders, with amendments as tabled, discussed as far as time allowed. To continue the review at next meeting before referral to Full Council for adoption**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour**

**FPR220/21**

**Recommendations from the Halls & Grounds Committee - for consideration.**

The Chairman of the Halls and Grounds Committee explained these recommendations.

**i) Jubilee Hall car park signs**

A query was raised concerning cost but clarification was given as an operational cost as a minor asset under £250 each. If a higher figure then it would have to return to committee for further approval.

**Resolved: To approve the proposed signs be purchased for the Jubilee Hall car park**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Wood**

**All in favour**

**ACTION: Admin Officer**

**ii) Jubilee Hall Recycling Bin**

Cllr Wood gave examples of such facilities at Wickham Community Centre. It was asked that the Hall Hire Conditions and Hirer Signing Form were both checked for explanation of waste disposal.

**Resolved: To approve the installation of a recycling bin at the Jubilee Hall**

**Proposed: Cllr Marsh**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Admin Officer/ Halls Manager**

**iii) Roller Shutter – change of supplier/contractor**

The request for a change of supplier/contractor was explained.

**Resolved: To approve the recommendation from the Halls and Grounds Committee to appoint Absolute Shutters to supply and install the roller shutter at the Jubilee Hall kitchen and take to Full Council for ratification.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Iro**

**All in favour**

**ACTION: Admin Officer/ Halls Manager**

**FPR221/21**

**Recommendation from the Community & Environment Committee – for consideration**

**i) Social Media Policy**

Cllr Jones thanked Cllr Jelf for his work on this relevant subject.

Monitoring of this task would be carried out to ensure workload was manageable.

**Change to 5.1** No other member of staff (other than the most senior member in the absence of the Executive Officer)...

**Insert** response statements into the 'Guidance for Council Officers on the use of Council Social Media'

**Resolved: To agree the update of the Social Media policy as tabled, with noted change and addition**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Exec Officer**

**FPR222/21 Requests for future agenda items**

None.

**FPR223/21 Date of next meeting – Tuesday 3<sup>rd</sup> May 2022**

Noted.

**FPR224/21 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.**

**FPR225/21 Debtors List - for consideration**

Noted. Query on both football clubs were noted for action. The non- Priory Park licenced club would not be permitted to book the pitch until their debt was cleared.

**ACTION: Check status of debts by football clubs and report back 3.5.22**

**ACTION: Snr Admin Asst**

There being no further business the meeting ended at 9:30pm.