



**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 3<sup>rd</sup> May 2022 at 7pm.**

**Present:**

Cllr D Iro	
Cllr K Jones	Vice Chairman
Cllr J Marsh	
Cllr B Nicholson	
Cllr M Pavey	
Cllr T Wilson	Chairman
Cllr J Williams	

**In attendance:**

Mrs H Fisher	Senior Admin Assistant (Finance)
Mrs E McKenzie	Executive Officer
Mr J Storry	Responsible Finance Officer

**Non-Committee Members:**

Cllr R Latham  
Cllr P Wilson

**Members of the public:** 0

**FPR226/21 To receive and accept apologies for non-attendance.**

Cllr J Wood – family commitment

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

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour**

**FPR227/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**

Nothing relating to the business of the meeting.

**FPR228/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**

Cllr Pavey – agenda item 16 iv (FPR241/21 iv)

**FPR229/21 Public Session.**

There were no members of the public at the meeting. Councillors had no issues to raise.

**FPR230/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5<sup>th</sup> April 2022**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5<sup>th</sup> April 2022**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

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

**FPR231/21 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5<sup>th</sup> April 2022**

Noted.

Policies review update due from Executive Officer.

**FPR232/21 Report from RFO.**

Report noted and on file.

Committee were pleased to hear of new payroll procedures to enhance efficiency.

The RFO was following up on queries from PKF Littlejohn LLP.

DI 7.6.22

**FPR233/21**

**Finance matters:**

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

Symbol error noted and amended on sheet.

Spend by Screwfix and Jeans Store queried as best value suppliers.

Cllr Pavey updated the committee on the action to provide an alternative reporting tool for the approval of payments. Meetings had been held with the RFO and Senior Admin Assistant and report trials were currently in progress.

**Resolved: to approve the payments**

**Proposed: Cllr T Wilson**

**Seconded: Cllr Iro**

**All in favour**

**ii) Bank Account Reconciliation Month 12 – to note the review by the Chairman.**

**Resolved: to note the review of the Bank Account Reconciliations Month 12 by the Chairman.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

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

Queries were raised on Insurance and Non-Domestic rate charges, which were explained as payments scheduled over two financial years.

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

**Proposed: Cllr Jones**

**Seconded: Cllr Iro**

**All in favour**

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

Noted

**FPR234/21**

**Capital Control Report - for information only**

Noted.

Chairs of each committee reminded to regularly monitor this report. Note minor asset spend budgets available for 2022-23.

Grant noted for planter as income for the Planning & Highways Committee until item purchased.

**FPR235/21**

**Asset Register – Annual Review – for consideration**

Cllr Pavey provided an update on the asset register check for 2022. A review of the register was suggested to ensure that it was fit for purpose and only items relevant included (for example, should archaeological fees be an insured item, or replacement windows). Playground areas were sometimes listed as one item and sometimes each piece of equipment listed – a consistent approach was recommended. Cllr Latham echoed and added to this report.

**ACTION: Check aim of Asset Register within Financial Regulations / NALC guidance.**

**ACTION: Cllr T Wilson/ Exec Officer / RFO**

The RFO thanked the working group for the clarity of their report.

It was suggested that all assets were tagged for ease of checking.

**Resolved:**

**i) To approve the changes to the Asset Register for financial year end 2022 as tabled.**

**ii) To note and approve the recorded total value of assets for year end 31.3.22**

**iii) To review the aim of the Asset Register and check collation of items for the register**

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour.**

**FPR236/21**

**Standing Orders Review – for consideration**

D-I  
7.6.22

The suggested amendments were tabled at the Finance, Policy and Resources Committee meeting of 5.4.22 and approved at the meeting with the addition of further suggestions for changes to standing orders to be concluded at this meeting.

**Notes on Suggestions for Changes to Standing Orders**

- All references to Chairman should be amended to Chair

NALC states that all bold statements should remain.

**Action: Contact NALC to request review of terminology**

**ACTION: Executive Officer**

- Speaking only once in meeting

This is covered within Chair's discretion and permission

- Tender all contracts annually, including ones less than £25,000

All purchases over £1,000 are required to be selected from three quotations.

All projects over £25,000 are subject to the tender process.

Check of Financial Regulations for clarity.

- Membership of F,P&R to include all Committee Chairs and Vice Chairs

Agreed that Vice Chairs can attend in the absence of Chairs.

- Family Members on same Committees

HALC advised that family members could legally serve on the same committees.

Equality Act 2011 noted.

- Annual meeting at 6pm not 7pm

Flexibility already contained in Standing Orders – can be at any agreed time.

- Chairman's length of time in post

Three years as maximum; elected each year so built-in flexibility

- Standing Committees to include West Hoe Cemetery Committee

HALC confirmed this as such. Terms of reference for WHCMC, and F,P&R, to note that only Bishop's Waltham Parish Councillors to attend F,P&R Committee meetings.

- Councillors to write own agenda items

Standing Orders section 9 a-d. Councillors to be reminded of this by Exec Officer.

- Confidential Documents

To be referred to within Privacy Policy for clarity

**Resolved: To note and recommend amends as noted above and refer to Full Council.**

**Proposed: Cllr T Wilson**

**Seconded: Cllr Williams**

**All in favour**

**ACTION: Executive Officer**

**FPR237/21**

**Earmarked Reserves – Paper from the Chairman – for consideration**

Two items were listed for inclusion in earmarked reserves.

**Resolved: To include the CCTV upgrade at Hoe Road and Planter for the Parish (total value of £5,500) for earmarked reserves 2022-23**

**Proposed: Cllr T Wilson**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: RFO**

**FPR238/21**

**Precept Comparisons – Paper from the Chairman – for consideration**

Cllr Wilson presented comparison reports for information. Noted that Bishop's Waltham Parish Council has buildings and parkland to maintain which is a key difference to other parish councils in the Winchester district. The committee noted how useful this comparison was to review.

**ACTION: To write to Winchester City Council to confirm the addition of Band D properties in recent years, reflecting the increase in new estates being built, and the increase in percept funding due**  
**ACTION: Executive Officer**

**FPR239/21**      **CIL Funding – Paper from the Chairman – for consideration**  
Noted.

**FPR240/21**      **Additional Administrative Charges – for consideration**  
The updates required for these charges was noted and approved.

**Resolved: To approve the recalculated rates for additional administrative charges for 2022-23**  
**Proposed: Cllr Wilson**  
**Seconded: Cllr Nicholson**  
**All in favour**

**FPR241/21**      **Recommendations from the Halls & Grounds Committee - for consideration.**  
The Chairman of the Halls and Grounds Committee explained these recommendations.

**i)          Repairs to Dual Swing at Priory Park**  
Two quotations noted for this spend.

**Resolved: To ratify the spend to repair the dual swing at Priory Park at a cost of £1,858.88 + VAT**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Pavey**  
**All in favour**

**ACTION: Admin Officer**

**ii)          Replacement Groundsman's Truck**  
**Grounds Team Truck - for consideration**

The Chairman of the Halls and Grounds Committee presented the paper and explained the search for the truck and quotations gathered. Environmental notes were made but it was felt that there were not many electric trucks available on the market yet, accompanying infrastructure was not available, and this was one of the last vehicles needing to be replaced; future ones could be budgeted for as new.

**Resolved: To approve the recommended spend of £16,000 + VAT for the Isuzu D Max Utility Truck from Chase Vans and sale of the Ford Ranger at a price of £1,700 and refer to Full Council for ratification**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Jones**  
**All in favour.**

**ACTION: Executive Officer**

**iii)          Sales Valuations**

The quotations were needed as part of the Facilities Review currently being undertaken, the Chairman of Halls and Grounds explained.

**Resolved: To approve the recommended appointment of Eddison's to undertake the sales valuation at a cost of £4,750, plus cost of additional parcel of land at Morley Drive, and refer to Full Council for ratification**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour.**

**ACTION: Executive Officer**

**iv)          Hoe Road Recreation Ground Fireworks 2022**

The committee welcomed the return of this annual community event after two years of cancellation due to the covid pandemic.

**Resolved:** To approve the recommendation of the hire of Hoe Road Recreation Ground by the Friends of Bishop's Waltham Junior School (FOBS) for a fireworks event on Saturday 5<sup>th</sup> November 2022, under the licence and rates tabled, and refer to Full Council for ratification

**Proposed:** Cllr Marsh

**Seconded:** Cllr Nicholson

6 in favour, 1 abstention

**ACTION:** Executive Officer

**FPR242/21**      **Recommendation from the Community & Environment Committee – for consideration**

**i) Grant Applications**

It was noted that only one church group had applied for funding in this round of applications; however, others had previously and would be encouraged to do so again, to ensure open opportunities for grant funding.

It was highlighted that the Council is not currently eligible to use the General Power of Competence, due to the number of councillors co-opted at this time, and not elected. Any grants recommended for funding using the General Power of Competence would be awarded under the S137 regulation instead.

**Resolved:** To recommend grant awards to the groups as tabled, using the S137 regulation in two cases

**Proposed:** Cllr Marsh

**Seconded:** Cllr Jones

All in favour

**ACTION:** Exec Officer

**FPR243/21**      **High Street Hand Sanitisers – for consideration**

The units were noted as useful during the covid pandemic but were now in a state of disrepair and no longer needed.

The Halls Manager would check use by dates for stocks of gel and if appropriate, donate to worthy cause.

**Resolved:** To discontinue the use of the high street hand sanitisers and put units into storage

**Proposed:** Cllr Wilson

**Seconded:** Cllr Jones

All in favour

**ACTION:** Exec Officer/Halls Manager/ Snr Groundsman

**FPR244/21**      **Requests for future agenda items**

None.

**FPR245/21**      **Date of next meeting – Tuesday 7<sup>th</sup> June 2022**

Noted.

**FPR246/21**      **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.**

**FPR247/21**      **Debtors List - for consideration**

The list was noted as clear of debt which was a very positive position to report.

Mrs Fisher and Mr Story left the meeting.

**FPR248/21**      **Well House Lease – for consideration**

The current position was noted with correspondence from the solicitor considered.

**Resolved:** To appoint a working group consisting of Cllr Wilson, Cllr Pavey and Cllr Jones to meet with the solicitor to consider options for the Well House lease.

**Proposed:** Cllr Iro

**Seconded:** Cllr Pavey

All in favour

**ACTION:** Exec Officer

There being no further business the meeting ended at 9:25pm.