



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 3rd 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 – 5th April 2022**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th 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 – 5th 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.

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 allowances 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

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 delegate for Chairs if need be
- 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 5th 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 7th 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.