



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 7th June 2022 at 7pm.

Present:	Cllr D Iro	(New Chairman)
	Cllr E Jelf	
	Cllr K Jones	Vice Chairman
	Cllr J Marsh	
	Cllr A Webb	
	Cllr J Williams	
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	

The Vice Chairman welcomed the committee members to the meeting. He explained that the Chairman, Cllr T Wilson, was not attending this evening as he had presented his resignation earlier in the day. Expressions of thanks were given for Cllr Wilson's long service and valued dedication to the role.

- FPR01/22 To elect the Chairman of the Committee**
Cllr Iro was nominated by Cllr Jones and seconded by Cllr Marsh.
Resolved: To elect Cllr Iro as Chairman of the Committee
Proposed: Cllr Jones
Seconded: Cllr Marsh
4 in favour, 1 abstention

Cllr Iro gave thanks to the previous Chairman, Cllr T Wilson, especially for his service in steering the council through the covid pandemic.

- FPR02/22 To elect the Vice Chairman of the Committee**
Cllr Jones was nominated by Cllr Marsh and seconded by Cllr Webb.
Resolved: To elect Cllr Jones as Vice Chairman of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Webb
4 in favour, 1 abstention

- FPR03/22 To receive and accept apologies for non-attendance.**
Cllr B Nicholson – family commitment
Cllr M Pavey - indisposed
Cllr T Wilson - indisposed
Cllr J Wood – family commitment
Resolved: To accept apologies for non-attendance
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

- FPR04/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
Nothing relating to the business of the meeting.

- FPR05/22 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.

FPR06/22

Public Session.

The councillors noted the numerous mentions of positive feedback following the Jubilee Street Party, organised by the Administration Officer and Community & Environment Committee. It was recorded as a highly successful community event and particular thanks were given to the Admin Officer, Cathy, and to those who helped before and on the day.

FPR07/22

To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd May 2022

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd May 2022

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour who were in attendance at the meeting.

FPR08/22

Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd May 2022

Noted.

The IT audit would be chased for action.

The card reader was noted as an outstanding action to pursue. Other examples of units were suggested as alternatives to consider.

The action to review local goods purchase would be transferred from Cllr Wilson to Cllr Jones.

The site visit to the SINC would be undertaken by the EO and Cllrs Iro, Nicholson and Webb.

Cllr Jelf joined the meeting.

FPR09/22

Report from RFO.

Report noted and on file.

The Annual Governance and Accountability Return (AGAR) forms were to be signed at the next Parish Council meeting and then publicised.

FPR10/22

Finance matters:

i) Payments Schedule – to approve payments.

The RFO noted that the new report did take longer to prepare. It was considered to be more helpful if presented in alphabetical order rather than date order. It was a long report as it includes the end of year transactions and would not normally be as long in the future. Payments to staff explained as exceptional due to problems with the Barclaycard. Actions were in progress to remedy this problem. Payroll entries showing April and May were explained.

ACTION: Update Barclaycard authorisation

ACTION: Executive Officer

Resolved: to approve the payments

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ii) Bank Account Reconciliation Month 1 – to note the review by the Chairman.

Resolved: to note the review of the Bank Account Reconciliations Month 1 by the Chairman.

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

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

Month 12 was presented with Month 1 due next meeting. It was considered how many code lines were shown and whether some could be condensed. It was suggested to compare with other parish council financial reports. No changes were recommended to change until then next budget setting period and financial year.

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

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

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

Withdrawn as not relevant for this early in the financial year.

The Chairman recommended that all financial reports need to be clear and meaningful for councillors and residents.

ACTION: To review reports necessary and how to present information ACTION: Cllr Iro/ RFO/ SAA

v) Financial Effect of Covid – Report from the Chairman – for information only.

Cllr Jones presented the paper and highlighted the final loss calculated was better than previously anticipated. The Senior Admin Assistant noted that there was an increase in hirers and income was therefore rising. This report was valued and noted as the final one required.

FPR11/22

Capital Control Report - for information only

Noted. More CIL funding was anticipated by the RFO, who would continue to monitor this.

Cllr Webb noted that the Southern footpath project was unlikely to progress very much this year due to the difficulty in securing a contractor. Expressions of interest would be sought via initial advertisement.

FPR12/22

CIL Funding- Report from the Chairman – for information only

The committee were grateful to Cllr T Wilson for producing this important document, recording CIL receipts and allocations. It provided justification of funding plans for residents. It was queried if budgets could be transferred between projects which was confirmed as possible, if explained clearly. It was suggested that an area of land was secured to plant a micro forest (a project being discussed by the Community and Environment Committee). It was noted that Winchester City Council were off setting nitrogen levels by purchasing land so this project could be in line with this policy. It was recommended that advice was sought from the Bridleway Project contacts.

ACTION: Investigate idea of purchasing land for micro forest

ACTION: Cllr Jelf

FPR13/22

Asset Register – Update – Report from the RFO – for consideration

The RFO presented the updates to committee.

The ownership of assets at West Hoe Cemetery were requested to be clarified.

Resolved: To note the updated total for fixed assets as tabled

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: To clarify ownership of assets at West Hoe Cemetery

ACTION: EO/Clerk to WHCMC

FPR14/22

Barclays Bank Mandate Authorisation – Paper from the Executive Officer– for consideration

The paper was presented and discussed.

Resolved: To remove Cllr T Wilson from Barclays Bank Mandate authorisations of the Council, and to add Cllr Iro and Mrs Hannah Fisher (Senior Admin Assistant)

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: RFO/ SAA/ Cllr Iro

FPR15/22

Appointment of Staffing Sub-Committee – for consideration

The terms of reference were tabled with one addition.

Resolved: To retain the original Terms of Reference of the Staffing Sub-Committee without making any changes

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

FPR16/22

Quality Status Update – Report from the Executive Officer – for consideration

It was considered that there was no real benefit to having the status logo but to review this opinion after elections in May 2023.

Resolved: To not apply for the Local Council Awards in 2022 but to review after elections in May 2023

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

FPR17/22

Policies Review – Report from the Executive Officer – for consideration

The Executive Officer presented the updated policies as list tabled. It was noted that health and safety policies should be reviewed every year and the others every three years, unless there was a change in legislation which needed to be addressed. Staff and councillors should sign an acknowledgement to ensure they were aware of Council policies and followed them accordingly.

Resolved: To note and approve the updates to the policies tabled (see list)

Proposed: Cllr Iro

Seconded: Cllr Marsh

4 in favour, 2 abstentions

(The 2 abstentions were due to the papers not being seen in advance by the new members of the committee)

ACTION: To circulate updated policies to staff and councillors **ACTION: Executive Officer**

ACTION: To formulate specific policies on Asbestos and Legionella

ACTION: Executive Officer/ Administration Officer/ Halls Manager

FPR18/22

Recommendation of the Community Engagement Policy from the Community & Environment Committee - for consideration

The Chairman of the CE Committee explained the updates to this policy.

Resolved: To approve the Community Engagement Policy with updates as tabled

Proposed: Cllr Jelf

Seconded: Cllr Marsh

All in favour.

ACTION: Executive Officer

FPR19/22

Recommendation of the Street Naming Policy from the Planning & Highways Committee - for consideration

Resolved: To approve the Street Naming Policy as per the original, with no changes made.

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

ACTION: Exec Officer

FPR20/22

Procurement and Lease of Vehicles Policy – Paper from the Chairman – for consideration

Cllr Jones presented this paper, as written by Cllr T Wilson, and discussed opportunities for lease of vehicles and the need to move to more environmentally friendly systems. It was noted that the necessary infrastructure to support changes would be needed. It was considered that this focus should include all council vehicles and tools.

Resolved: To reword policy to clarify the option to hire vehicles and use electric vehicles

Proposed: Cllr Iro

Seconded: Cllr Williams

All in favour

ACTION: Exec Officer/ Cllr Iro / Cllr Jones

FPR21/22

Memorials Policy – Paper from the Executive Officer – for consideration

As time was running short, this paper was only initially discussed and full consideration deferred to a future meeting.

Resolved: To defer the Memorials Policy agenda item to a future meeting

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

ACTION: Exec Officer

- FPR22/22 Requests for future agenda items**
Review of Terms of Reference for the F,P&R Committee, with regard to attendance by Chairs of other committees
- FPR23/22 Date of next meeting – Tuesday 5th July 2022**
Noted.
- FPR24/22 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.
- FPR25/22 Debtors List - for consideration**
One debtor noted for action.
ACTION: Pursue debtor for payment **ACTION: Senior Admin Asst**
- FPR26/22 Well House Hire Rate Increase 2022-23 – for consideration**
Resolved: To approve the hire rate increase for 2022-23 for Well House as £10,022.16.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour
ACTION: Letter to be sent to inform hirer of new rate charge **ACTION: Executive Officer**
- FPR27/22 Asset Register – Reporting Tool – for consideration**
The Senior Admin Assistant presented the paper and explained the benefits of this reporting tool. It was considered that it would take a considerable time to transfer the current data into this new system. It was agreed to seek the opinion of Cllr Latham and Cllr Pavey and review this report again in a future meeting.
ACTION: To show report to Cllr Latham and Cllr Pavey, and report back at a future meeting
ACTION: Exec Officer
- The RFO and Senior Administration Assistant left after the financial confidential items were discussed.
- FPR28/22 Staffing Matters – Paper from the Executive Officer – for consideration**
The Executive Officer presented the paper as the recommended actions from the Staffing Sub-Committee meeting of 27.5.22.
Resolved:
i) **To note the minutes of the Staffing Sub-Committee meeting 27.5.22**
ii) **To note the Barclays Bank mandate change requests (as dealt with in F,P&R meeting 7.6.22 as a separate agenda item)**
iii) **To recommend to Full Council the advertisement of a Projects Administrator (initially as a fixed term two-year contract, part time, working 10-15 hours per week (hours to be agreed by the Executive Officer and Administration Officer)**
iv) **To agree a job description to be drawn up by the Executive Officer and advertised**
v) **To agree an interview panel to be appointed from members of the Staffing Sub-Committee or other delegated councillors**
vi) **To approve the ASCO pre-assessment and training for the CSO, with relevant training for the Executive Officer if necessary, and agree related costs**
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**

There being no further business the meeting ended at 9:26pm.