



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 2nd August 2022 at 7pm.

Present:	Cllr D Iro Cllr E Jelf Cllr K Jones Cllr J Marsh Cllr B Nicholson Cllr M Pavey Cllr A Webb Cllr J Williams	Chairman
In attendance:	Mrs H Fisher Mrs E McKenzie Mr J Story	Senior Admin Assistant (Finance) Executive Officer Responsible Finance Officer
Members of the public:	1	

- FPR49/22** **To receive and accept apologies for non-attendance.**
None. All committee councillors present.
- FPR50/22** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
Cllr D Iro – IT Audit (FPR60/22)
- FPR51/22** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
Cllr D Iro – IT Audit (FPR60/22)
- FPR52/22** **Public Session**
A member of the public was in attendance but stated that they were just observing the meeting as a prospective applicant for co-option to the council.
- FPR53/22** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th July 2022**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th July 2022
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour, who were in attendance at the meeting.
- FPR54/22** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th July 2022**
Many actions were noted as complete.
The SAA provided an update on the Approved Contractors Register which was now in progress.
Cllr Jelf reported back on the idea of a micro forest on land previously suggested. He would be further investigating this but also pinpointing other areas for Halls and Grounds to consider for such a project. How to set up a group to manage this area was also considered.
- FPR55/22** **Report from RFO.**
Report noted and on file.
- FPR56/22** **Finance matters:**
i) Payments Schedule – to approve payments.
It was noted that the new report was effectively in place. The payment regarding the strimmer for West Hoe Cemetery was clarified by the Finance Team members.

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Resolved: to approve the payments
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour

ii) Bank Account Reconciliation Month 3 – to note the review by the Chairman.

Updates to the bank account were noted.

Resolved: to note the review of the Bank Account Reconciliations Month 3 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

Costs for printing and the photocopier contract were noted for future consideration.

Operational costs for PC vehicles was highlighted as high for this stage of the year. The office staff explained the recent repairs needed as justified.

Car park machines were still not reliably functioning and needed reviewing.

ACTION: Review car park machines if fit for purpose/within warranty **ACTION: HM/SAA**

Car park signage still not in place in main town car park

ACTION: Pursue WCC for signage as agreed **ACTION: Clerk to P&H**

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

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

FPR57/22 Capital Control Report - for information only

Noted.

It was requested that the Halls and Grounds Committee report into this committee about their expected plans, with a view to budgeting and expectation of spend in this and next financial year.

ACTION: To report plans for the remainder of this and next year **ACTION: EO/AO/Chair of H&G**

FPR58/22 Account Interest Rates – for consideration

The account options were considered.

Resolved: to move £400,000.00 to the Arbuthnot Latham three-month deposit account

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

ACTION: RFO

FPR59/22 Community Infrastructure Levy (CIL) - Review – Paper from the RFO – for consideration

The RFO presented the paper which the committee then considered. They discussed points arising with regard to project costs, the five year spend period and the drop in ability to progress projects due to the effect of covid from 2020 onwards.

ACTION: Consult with WCC about level of project cost, set five year spend timescale and possible extension of timescale **ACTION: RFO/EO**

FPR60/22 IT Audit – Report and Summary of Recommendations – for consideration

The report was considered and summary discussed under the three categories of machines, infrastructure and network. Currently, two companies manage IT issues for the council.

Resolved:

i) to action the configuration of Two Factor Authentication (2FA) on all email accounts

ii) to action any free upgrades as necessary and possible

iii) to purchase hardware as outlined in audit from planned budget and capital spend

iv) to review contract renewal and expiry dates

v) to move to consolidate all IT under one umbrella company

Proposed: Cllr Williams

Seconded: Cllr Pavey

7 in favour, 1 abstention

ACTION: EO/SAA



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FPR61/22

Sickness Policy – Update – Paper from the Executive Officer – for consideration

The Executive Officer explained that this policy had been reviewed by the Hampshire Association of Local Councils (HALC) and updates suggested. The updates were tabled as additions to the current policy tabled. Occupational Health opportunities should also be available as and when staff/employer needed the relevant support. The Committee all agreed that this update was required, with minor wording amendments, and should be applied with due care.

Resolved: To update the Sickness Policy as tabled with minor wording amendments

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: EO

FPR62/22

Insurance for Commercial and Agricultural Vehicles - Review – for consideration

The committee considered the paper presented by the Senior Administration Assistant. It was suggested that a full analysis of the value of the vehicles being insured was needed. The question of noting depreciation of vehicles was raised.

ACTION: To clarify method of valuing vehicles for insurance purposes and noting depreciation in value

ACTION: SAA/EO

Resolved: To approve the insurance renewal for Parish Council vehicles with Gallagher Insurance

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

ACTION: SAA?EO

FPR63/22

Requests for future agenda items

Terms of Reference and councillor attendance at F,P&R Committee meetings

Doctors' Surgery Update

Working Group to review Cost Centre coding report

FPR64/22

Date of next meeting – Tuesday 5th September 2022

Noted.

The member of the public left the meeting at this point.

FPR65/22

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.

FPR66/22

Debtors List - for consideration

The Senior Admin Assistant reported on debtors listed and gave an update.

The RFO and Senior Admin Assistant left the meeting at this point.

FPR67/22

Well House – Update – for consideration

The committee reviewed the rental value for the property and the ongoing issues regarding the lease.

Resolved:

- i) **To maintain the rental charge as it is, with usual annual increase by CPI or market value as appropriate**
- ii) **To continue with the current lease until next review required**
- iii) **To continue to review the facility as an asset during the periodic overall facilities review**

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

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FPR68/22

Staffing Matters – Paper from the Executive Officer – for consideration

The Executive Officer presented the papers tabled.

The staffing meetings held were noted and the review of working hours considered. It was seen that the part time Administration Officer had the greatest workload and a rebalance in delegation of tasks was required.

Resolved: To agree the increase in working hours from 24 hours per week to 30 hours per week, starting from September 2022, for the Executive Officer and Senior Administration Assistant. This to be on a six-month basis, to be reviewed in January 2023.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: EO/RFO/SAA

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

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