



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 6th September 2022 at 7pm.

Present:	Cllr D Iro	Chairman
	Cllr E Jelf	
	Cllr K Jones	Vice Chairman
	Cllr J Marsh	
	Cllr B Nicholson	
	Cllr M Pavey	
	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:	2	

- FPR69/22** **To receive and accept apologies for non-attendance.**
None. All committee councillors present.
- FPR70/22** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR71/22** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR72/22** **Public Session**
Two members of the public were in attendance but stated that they were just observing the meeting.
The Senior Admin Assistant noted that an advertising opportunity had been presented. The Halls and Grounds Committee chairman advised that the committee would review this at their next meeting.
The Chairman stated that he was attending a meeting regarding Councillors' Allowances with advice on offer from Winchester City Council. He would refer any relevant information back to committee.
Concerns were raised regarding the recommendation by the Planning and Highways Committee in relation to the Parish Lengthsman's vehicle. Due to information now available on the costs of replacing the van, a review was considered necessary. A discussion on using motion to rescind was held.
ACTION: Refer the concerns raised to the Parish Meeting of 13.9.22 ACTION: Exec Officer
- FPR73/22** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 2nd August 2022**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 2nd August 2022
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour, who were in attendance at the meeting.

D. Iro 4-10-22

- FPR74/22** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 2nd August 2022**
The card reader company had requested further information prior to completing the application. A query was raised regarding the two-factor authenticity access which the Senior Admin Assistant gave advice upon.
The Approved Contractor form was clarified to ensure there was flexibility to allow small businesses to register with us at an appropriate liability level.
ACTION: Adjust Approved Contractor Form **ACTION: Senior Admin Asst**
- FPR75/22** **Report from RFO.**
Report noted and on file.
- FPR76/22** **Finance matters:**
- i) Payments Schedule – to approve payments.**
It was agreed by the committee that buying locally should be the ethos for considering all purchases; anything else should be clearly explained for not using this rationale.
Resolved: to approve the payments
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour
- ii) Bank Account Reconciliation Month 4 – to note the review by the Chairman.**
Resolved: to note the review of the Bank Account Reconciliations Month 4 by the Chairman.
Proposed: Cllr Nicholson
Seconded: Cllr Webb
All in favour
- iii) Parish Council Financial Position Year to Date and Balance Sheet – to note current position**
The reports seemed to have a repeating error on them. The Senior Admin Asst volunteered to review these and bring them to Full Council for noting.
ACTION: Reproduce reports for Full Council 13.9.22 **ACTION: Senior Admin Asst/EO**
- It was noted that the Committee Chairmen need to focus on their budgeted projects and ensure staff were channelled on such. Covid had delayed many projects but need to now refocus. It was urged to monitor energy costs in light of current climate of increased prices. Staffing Sub-Committee to review overtime requirements.
- FPR77/22** **Capital Control Report - for information only**
Noted.
- FPR78/22** **Parish Council Budget Setting 2023/24 – for consideration**
The Senior Admin Asst had drafted the necessary sheets ready for Committee working groups.
Resolved:
- i) to advise the Committees of the timeline for budget setting.**
- ii) to advise the Committees that no inflation allowance is to be applied unless a specific reason for any other rate is justified and noted.**
- iii) All Salaries and their associated costs will be included in the appropriate Committees budgets following a recommendation to the F,P&R Committee by the Staffing Sub-Committee.**
- iv) Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.**
- v) Appointment of working group as Cllr Iro, Cllr Jones, Executive Officer and Senior Admin Asst**
- Proposed: Cllr Iro**
Seconded: Cllr Jones
All in favour

ACTION: To confirm working group meeting date and time
ACTION: To set up a meeting of the Staffing Sub-Committee

ACTION: Exec Officer
ACTION: Exec Officer

- FPR79/22** **Appointment of the internal Auditor for 2022/23 – Paper from the RFO – for consideration**
The current Internal Auditor was noted as having changed companies.
Resolved: to conduct a due diligence check on the company and check authority to audit public accounts.
Proposed: Cllr Jones
Seconded: Cllr Pavey
All in favour **ACTION: Exec Officer**
- FPR80/22** **Council Insurance – Update – Paper from the RFO – for consideration**
The RFO provided an update for committee on the gathering of quotations. Using an insurance broker was suggested which would be considered.
- FPR81/22** **Financial Reports – Paper from the RFO and Senior Admin Assistant– for consideration**
A presentation of financial report options was given by the RFO following a working group meeting of the Committee Chairman, RFO and Senior Admin Assistant.
Resolved:
i) **To use a monthly phasing budget report for year-end only, with month-on-month variance notes.**
ii) **To use a year end forecast report**
iii) **To continue with existing financial report with detail as a referenced appendix**
iv) **To agree to committee representatives providing committee updates**
v) **To ensure the Chairman provides guidance to all in report reading**
Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour
- FPR82/22** **Requests for future agenda items**
Operation London Bridge protocol
High Street Banking – to be passed to CEC
Doctors' Surgery – defer until appropriate time
- FPR83/22** **Date of next meeting – Tuesday 4th October 2022**
Noted.

The members of the public left the meeting at this point.
- FPR84/22** **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.
- FPR85/22** **Debtors List - for consideration**
The Senior Admin Assistant reported there were no concerns arising on the report.
Resolved: To write off the debt of the club owing £6.62
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour
- FPR86/22** **Annual Budget – Paper from the RFO – for consideration**
The RFO noted that this matter was under discussion with the Chairman and therefore being monitored appropriately.

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

FPR87/22

Staffing Matters – Paper from the Executive Officer – for consideration

The Executive Officer presented the papers tabled.

1. **Resolved:** To appoint Robert Thorne as Projects Manager with effect from 12th September 2022. Starting salary to be £21,269 (SP9) per annum pro rata for 15 hours per week.

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: Exec Officer/RFO

2. **Resolved:**

i) To advertise a vacancy of the CSO post with approval of related publicity costs

ii) To approve the job description and salary as attached, with addition of the requirement to, on occasion, work unsociable hours.

iii) To note the progression anticipated from CSO to ACSO if suitable candidate employed

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

ACTION: Exec Officer

3. **Resolved:** To allow the Parish Lengthsman flexibility in his West Hoe Cemetery groundsman role for one or two days per week as appropriate to the seasonal work

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

ACTION: Inform WHCMC and Clerk of this allowance

ACTION: Exec Officer

Thanks were given to Cllr Webb and Cllr Nicholson for their support and assistance to the Parish Lengthsman/Cemetery Groundsman during the settling period of this new role

4. **Resolved:**

i) To note the appraisals for staff for Spring/Summer 2022

ii) To ensure EO sets schedule in February 2023 and that is it adhered to as far as possible within a three-week period.

iii) To review the appraisal form to ensure fit for purpose and consider at Committee

iv) To consider the process and consider two appraisers if appropriate (EO and Line Manager)

v) To schedule in mid-year appraisals/catch ups/ review of objectives

vi) To ensure training programme set up

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour

ACTION: Exec Officer

FPR88/22

Purchase of Community Asset – Paper from the Chairman – for consideration

The Chairman explained the opportunity arising for the purchase at auction of the St John Ambulance Hall on the plot adjoining The Jubilee Hall.

Resolved:

i) To explore opportunity to purchase by auction the St John Ambulance in Little Shore Lane

ii) To clarify the process of bidding at auction by a Parish Council

iii) To consider the pricing at start point and potential limit of bidding

iv) To seek a survey and valuation by a local agent

v) To consider the value of the current tenant as a community asset

vi) To register the building/facility as a community asset officially with WCC

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

The Council Chairman also mentioned the idea of a second entrance into Priory Park and suggestions of initial points of consideration. This would be followed up as and when appropriate.

There being no further business the meeting ended at 9:19pm.

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D. Iro 4-10-22