



**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 4<sup>th</sup> October 2022 at 7pm.**

**Present:** Cllr D Iro Chairman  
Cllr K Jones Vice Chairman  
Cllr B Nicholson  
Cllr M Pavey  
Cllr A Webb  
Cllr J Williams

**Non-Committee Members:** Cllr Latham  
Cllr Wilson

**In attendance:** Mrs H Fisher Senior Admin Assistant (Finance)  
Mrs E McKenzie Executive Officer  
Mr J Story Responsible Finance Officer

**Members of the public:** 1

- FPR89/22** **To receive and accept apologies for non-attendance.**  
Cllr E Jelf – Work Commitment  
**Resolved: To accept apologies for non-attendance**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Jones**  
**All in favour**
- FPR90/22** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None.
- FPR91/22** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**  
None.
- FPR92/22** **Public Session**  
One member of the public was in attendance but stated that they were just observing the meeting.
- FPR93/22** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> September 2022**  
**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6<sup>th</sup> September 2022**  
**Proposed: Cllr Jones**  
**Seconded: Cllr Webb**
- FPR94/22** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> September 2022**  
The card reader process was proving very drawn out and it was queried if the demand for such a unit was required. The facility was considered necessary for paying deposits and for outdoor events.  
**ACTION: To discontinue application with Veriphone and consider other similar companies for a card reader unit**  
**ACTION: Senior Admin Asst**  
The Executive Officer provided an article on the terminology of 'Chairman' as requested. This would be circulated to all councillors for information.

D. J. 1.11.22

Problems were raised about the car park ticket machines. It was already a noted action for the Halls and Grounds Committee to review the machines and check they were fit for purpose.

**FPR95/22**

**Report from RFO.**

Report noted and on file.

The Annual Governance and Accounting Report had been completed and submitted to the External Auditor with no comments arising. The necessary publications had been processed. Asset Register checked and updated.

Three agents contacted for insurance quotations and this was being progressed ready for the November meeting.

**FPR96/22**

**Finance matters:**

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

**Resolved: to approve the payments**

**Proposed: Cllr Jones**

**Seconded: Cllr Williams**

**All in favour**

**ii) Bank Account Reconciliation Month 5 – to note the review by the Chairman.**

**Resolved: to note the review of the Bank Account Reconciliations Month 5 by the Chairman.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

**iii) Parish Council Financial Position Year to Date and Balance Sheet – to note previous month's position**

The reports had a repeating reporting error on them last month which had been checked and updated.

**Resolved: to note the previous month's Parish Council Financial Position Year to Date and Balance Sheet**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

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

**Resolved: to note the Parish Council Financial Position Year to Date and Balance Sheet**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

It was agreed that the reports presented were much clearer and more concise.

The funding for the skate park was confirmed as £150,000 from Parish Council allocated funds and £45,000 from a separate WCC CIL funding award.

**FPR97/22**

**Capital Control Report - for information only**

Noted.

Laptop for new employee noted.

Replacement PC machine noted as required for the RFO desk.

Concern raised over 2022/23 budget setting. Clarification required from Rialtas by the RFO.

**ACTION: To seek clarification from Rialtas regarding the budget setting**

**ACTION: RFO/SAA**

**FPR98/22**

**Ear Marked Reserves – for consideration**

**Resolved: To agree that allocated projects should normally be funded by CIL money for costs of £25,000 or more, however, there was flexibility in this and smaller projects could also be considered for such funding.**

**Proposed: Cllr Williams**

**Seconded: Cllr Nicholson**

**All in favour**

**Resolved: To move two items from capital expenditure to CIL/EMR expenditure as tabled**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Jones**  
**All in favour** **ACTION: RFO**

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

**FPR99/22**

**Councillors' Allowances – for consideration**

Cllr Iro presented the paper following information discussed at a relevant meeting with the Independent Remuneration Panel.

**Resolved: To note the advice from the IRP, to update the relevant policy and ensure funds were allocated to the codes for allowances and expenses accordingly.**

**Proposed: Cllr Iro**  
**Seconded: Cllr Jones**  
**All in favour**

**ACTION: Exec Officer/RFO**

**FPR100/22**

**Training Budget for 2022-23 – for consideration**

**Resolved: To note the increase in training costs for 2022/23**

**Proposed: Cllr Iro**  
**Seconded: Cllr Pavey**  
**All in favour**

**FPR101/22**

**Internal Auditor – Clarification of Company Details and Renewal of Contract – for consideration**

The RFO presented the paper tabled and the Committee confirmed that the due diligence check had been completed.

**Resolved: to confirm the Internal Auditor appointment to Mike Platten of April Skies Accounting Ltd for 2022/23**

**Proposed: Cllr Jones**  
**Seconded: Cllr Iro**  
**All in favour**

**FPR102/22**

**Hedging Costs from the Halls and Grounds Committee – for ratification**

**Resolved: to ratify the decision to select PJ and CM Froud to undertake the hedging work required by the Parish Council at a price of £2450 + VAT**

**Proposed: Cllr Nicholson**  
**Seconded: Cllr Pavey**  
**All in favour**

**FPR103/22**

**Lengthsman's Vehicle Repairs – Recommendation from the Planning and Highways Committee – for consideration**

It was noted that the insurance rating should not be affected by the repaired vehicle and that if the MOT was passed then the insurance would be valid.

**Resolved: To follow the recommendations of the Finance, Policy and Resources Committee that the claim is not pursued and that the quotation from Rosehill Bodyshop Ltd for the repair is accepted.**

**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour**

**ACTION: To check with insurance that the vehicle is still covered by insurance and ensure that they note the vehicle has been involved in two non-at-fault accidents** **ACTION: Exec Officer**

**FPR104/22**

**Requests for future agenda items**

None at this time.

