



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 10th January 2023 at 7pm.

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

Non-Committee Member: Cllr P Wilson

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

FPR157/22 To receive and accept apologies for non-attendance.
Cllr B Nicholson – family commitment
Cllr M Pavey - indisposed
Resolved: to accept apologies for non-attendance
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour

It was noted that Cllr Jelf was due to arrive slightly later than 7pm and had given his apologies for this in advance.

FPR158/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.

FPR159/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
Cllr D Iro – IT Audit agenda item

FPR160/22 Public Session
No matters arising.

FPR161/22 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6th December 2022
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6th December 2022
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

FPR162/22 Actions arising from the meeting of the Finance, Policy and Resources Committee – 6th December 2022
Expenditure movements noted as completed.
Deposit transfer and notes to Internal Auditor noted as completed.

Cllr Jelf joined the meeting.

FPR163/22

Report from RFO

Report noted and on file.

FPR164/22

Finance matters:

i) Payments Schedule – to approve payments

The cost of the advertisement for the tender notice was noted.

Resolved: to approve the payments

Proposed: Cllr Webb

Seconded: Cllr Jelf

All in favour

ii) Bank Account Reconciliation Month 8 – to note the review by the Chairman.

Resolved: to note the review of the Bank Account Reconciliations Month 8 by the Chairman.

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

iii) Parish Council Balance Sheet – to note current position

Resolved: to ensure Rialtas explain the anomaly on the balance sheet and report back to the Chairman and Vice Chairman as soon as possible to ensure an accurate sheet for the Parish Council meeting

Proposed: Cllr Jones

Seconded: Cllr Iro

All in favour

ACTION: RFO/Senior Admin Asst

iv) Income and Expenditure Forecast – to note current position

It was noted that salaries were more costly than expected due to the pay award for all staff from NJC.

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Jones

Seconded: Cllr Jelf

All in favour

FPR165/22

Salaries Hourly Rate – for consideration

The RFO explained current practice of calculation and a change suggested following the pay award in November 2022. The Chairman referred to the governance and regulations to be adhered to from NALC.

Resolved:

i) to use two decimal points when calculating monthly pay awards

ii) to refer this matter to the Internal and External Auditors for clarity and inform staff of any matters arising affecting payroll

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: RFO/Senior Admin Asst/Exec Officer

FPR166/22

Transfers to/from and within Earmarked Reserves 2022/23 – for consideration

Resolved: to note the proposed transfers, the net increase and the reduction in unallocated CIL receipts as tabled

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

ACTION: RFO

FPR167/22

Capital Control Report

Noted.

- FPR168/22 Budget Setting 2023/2024**
 The Chairman presented the summary and the committee duly considered the recommendations tabled. Comparisons were made from last year to this. It was noted as important to convey this information to residents to explain how this proportion of their council tax goes directly to Bishop's Waltham projects.
Resolved:
 i) To approve the estimated expenditure for 2022-23 of £1,124,520.00
 iii) To approve the committee financial budgets as tabled and refer the percept requirement for 2023/24 of £532,213.00 to Full Council and then onwards to Winchester City Council
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**
- FPR169/22 CIL Application Opportunity – for consideration**
 Winchester City Council were noted as inviting applications to submit bids for funding. The Committee suggested projects such as solar panels, greening projects (heating and cooking systems), ideas from the Facilities Review and the possible purchase of a community asset.
Resolved: To appoint Cllr Jelf to guide the Admin Assistant in applying for CIL funding for relevant projects as tabled
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour **ACTION: Cllr Jelf**
- FPR170/22 IT Audit Update – for consideration**
 An update was provided by the Senior Administration Assistant of requirements recommended following the IT Audit of Council computing equipment.
Resolved: To purchase a Router at a cost of £506.00, and a Server at a cost of £1,848.00 with monthly server support and back up at a cost of £130.00, both from Digi Toolbox
Proposed: Cllr Jones
Seconded: Cllr Jelf
5 in favour, 1 abstention
ACTION: Order the necessary equipment as tabled above **ACTION: Senior Admin Asst**
- FPR171/22 Working From Home Policy – for consideration**
 The Committee considered the updated document following amendments made last meeting. It was decided that this policy could only refer to office workers, and not council mobile workers, and that the main place of work should be noted as the Parish Council Office.
Resolved: To adopt the Working From Home Policy, with two minor amendments as tabled.
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour
ACTION: Circulate policy and implement it as necessary **ACTION: Exec Officer**
- FPR172/22 Land Transfer – Bishop's Meadow Open Space– for consideration**
 Item moved to Confidential Section.
- FPR173/22 Membership of Standing Committees – for consideration**
 The issues arising were discussed and options considered.
ACTION: Refer matter to Full Council for further discussion **ACTION: Exec Officer**
- FPR174/22 Requests for future agenda items**
 Funding for Community Asset
 Possible Land Sale
 Annual Church Grant Request
- FPR175/22 Date of next meeting – Tuesday 7th February 2023**
 Noted.

FPR183/22

Montague Road Play Area Equipment – Revised Quotation – for ratification

The revised quotation was tabled. An explanation regarding the project was provided by the Projects Manager, highlighting the changes since the quotation approval given in March 2020 to the post pandemic situation in 2022 and into 2023. The drainage issues and price increases were noted. The drainage survey and works were additional costs for the Halls and Grounds Committee to consider.

Resolved: To ratify the resolution of the Halls and Grounds Committee to accept the quotation for the supply and installation of Montague Road play area at a price of £81,112.00 excluding VAT.

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

Note: Cllr Jones gave an apology for swapping of technological papers due to battery issues.

There being no further business the meeting ended at 9:48pm.