

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.

Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED. Tel: 01489 892323

MJ 7.2.23

FPR163/22 Report from RFO

Report noted and on file.

FPR164/22 Fir

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: Clir Jones Seconded: Clir 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: Clir Jones Seconded: Clir 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: Cilr Jones Seconded: Cilr Marsh

All in favour

ACTION: RFO/Senior Admin Asst/Exec Officer

ACTION: RFO

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

FPR167/22 Capital Control Report

Noted.

Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, \$032 1ED, Tel; 01489 892323

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 ClL funding for relevant projects as tabled

Proposed: Cllr Marsh Seconded: Cllr Jones

All in favour ACTION: Clir 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: Clir Jones Seconded: Clir 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: Clir Jones Seconded: Clir 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.

Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED. Tel: 01489 892323

FPR176/22 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.

FPR177/22 Debtors List - for consideration

Noted. The Senior Administration Assistant provided updates on individual cases. One debtor highlighted to be pursued to progress case.

ACTION: Outstanding debtor to be pursued

ACTION: Admin Officer / Senior Admin Asst

FPR178/22 Land Transfer - Bishop's Meadow Open Space - for consideration

The area for transfer was discussed and a report given by the Executive Officer to answer queries arising from the previous meeting.

Resolved: To confirm the desire to take over ownership of the land outlined at Bishop's Meadow and instruct the solicitor to start land transfer proceedings with the Bargate solicitor.

Proposed: Clir Jelf Seconded: Clir Jones

All in favour ACTION: Exec Officer

FPR179/22 Staffing Matters – for consideration

- i) Staffing Sub-Committee Meeting Minutes and Recommendations 3.1.23
- ii) Community Support Officer role Update and Recommendation

Reports were given by the Chairman on both staffing matters tabled.

Resolved:

- i) To note the minutes of the Staffing Sub-Committee Meeting of 3.1.23
- ii) To approve the continuation of the 30 hours per week for the Executive Officer and Senior Administration Assistant (to be reviewed in May 2023)
- iii) To approve the probationary period sign off for the Projects Manager
- iv) To approve the compressed working hours for the Admin Assistant (to be reviewed in May 2023)
- To appoint Mr Richard Stoop to the post of Community Support Officer to the Council, subject to satisfactory references and a three-month probationary period, at the salary advertised

Proposed: Cllr Marsh Seconded: Cllr Jones

All in favour ACTION: Executive Officer

FPR180/22 Community Asset Update – for consideration

The recent correspondence tabled was considered.

Resolved: To defer any bid offers until an appropriate time and table a clear financial plan at the next meeting

Proposed: Cllr Iro Seconded: Cllr Jones

All in favour

ACTION: Community Asset Working Group (BN, DI, KJ)

FPR181/22 Suspension of Standing Orders

Resolved: To suspend Standing Orders as the meeting had reached 2.5 hours in length and further discussion was required to conclude the business of the meeting

Proposed: Cllr Williams Seconded: Cllr Jones All in favour

FPR182/22 Review of Parish Council Assets – for consideration

Paper withdrawn. Cllr Nicholson to clarify the specific points for this proposal at a future meeting.

Parish Council Office, The Jubliee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED. Tel: 01489 892323

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.

D. Jes 7.2,23