



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 7th February 2023 at 7pm.

Present: Cllr D Iro Chairman
Cllr K Jones Vice Chairman
Cllr J Marsh
Cllr B Nicholson
Cllr M Pavey
Cllr R Stallard
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

FPR184/22 To receive and accept apologies for non-attendance.

All present.

FPR185/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR186/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

Cllr Marsh – Agenda Item on Annual Grant Requests.

FPR187/22 Public Session

Thanks were given to the Senior Administration Assistant for her dedicated service to the Council.

A reminder was given by the Executive Officer on declarations of interest.

FPR188/22 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 10th January 2023

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 10th January 2023

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour who were in attendance at the meeting.

FPR189/22 Actions arising from the meeting of the Finance, Policy and Resources Committee – 10th January 2023

The signage at the central car park was due to be renewed this year. This would include signage from the town centre to Jubilee Hall car park.

A meeting was planned to clarify the status with the debtor on 8.2.23 and an update would be provided to committee following such.

FPR190/22 Report from RFO

Report noted and on file.

ACTION: To note variants in salaries since November and inform employees as appropriate

ACTION: RFO (provide data), EO (write to employees)

D. Iro 7.3.23

FPR191/22

Finance matters:

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

Resolved: to approve the payments

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

ii) **Bank Account Reconciliation Month 9 – to note the review by the Chairman.**

Resolved: to note the review of the Bank Account Reconciliations Month 9 by the Chairman.

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

iii) **Parish Council Balance Sheet – to note current position**

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour

iv) **Income and Expenditure Forecast – to note current position**

The Senior Admin Assistant highlighted the Halls and Grounds Committee capital spend planned for the remainder of the financial year.

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

FPR192/22

Capital Control Report

Noted. A tractor demonstration had been scheduled for 8.2.23 to which councillors were invited to attend if they wished.

FPR193/22

Annual Review of Financial Regulations

The Approved Contractors Policy was noted to be included in the update.

Resolved: To approve the review of the Financial Regulations, with inclusion of the Approved Contractors Policy, and recommend to Full Council for ratification

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

ACTION: Exec Officer

FPR194/22

Annual Review of Financial Risk Assessment

The Executive Officer presented this agenda item and highlighted the key document with the Business Continuity Plan and completed Action Plan.

Resolved: To approve the review of the Financial Risk Assessment with adoption of the Business Continuity Plan and completion of the Action Plan for 2022/23. To note the new action to review the Asset Register process in 2023/24.

Proposed: Cllr Iro

Seconded: Cllr Nicholson

All in favour

ACTION: Exec Officer

FPR195/22

Annual Review of Standing Orders

It was noted that budget related changes would take effect from April 2023.

Resolved: To approve the review of Standing Orders and recommend to Full Council for ratification

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour

ACTION: Exec Officer

- FPR196/22** **Cost Centre Coding**
Resolved: To bring all salaries under cost centre code 100, under the responsibility of the Finance, Policy and Resources Committee
Proposed: Cllr Iro
Seconded: Cllr Pavey
 6 in favour, 1 abstention
- FPR197/22** **Grant and CIL Funding Opportunities - Update** – for consideration
 The chart presented was noted but a clearer overview, with more detail, requested with regular monitoring for greater control of opportunities available. Any grant related training would be beneficial.
Resolved: To appoint the Projects Manager to co-ordinate the grant opportunity process, with assistance from the Admin Assistant and Cllr Jelf as Councillor lead.
Proposed: Cllr Pavey
Seconded: Cllr Jones
 All in favour **ACTION:** Exec Officer / Projects Manager/Cllr Jelf / Admin Asst
- FPR198/22** **Quotations for IT Services and Support** – for consideration
 Item moved to Confidential Section – FPR205/22
- FPR199/22** **Parish Council Product Fee Increases 2023-2024**
 The Chairman of the Halls and Grounds Committee explained the recommendation presented on the paper. It was noted that the Lower Lane car park season ticket spaces were not guaranteed; however, the ones at Jubilee Hall were.
Resolved: To approve the rates as tabled as recommendations from the Halls and Grounds Committee
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
 All in favour
 → Cllr Marsh left at this point
- FPR200/22** **Annual Grant Requests**– for consideration
 It was noted that some particular groups ask for the same grants annually and should these be set aside separately from the main grant funding pot budgeted within the Community and Environment Committee and moved to the General Council cost centre. This matter was duly deliberated.
Resolved: To continue the current grant process and for the Community and Environment Committee to review the situation during budgeting time in September 2023.
Proposed: Cllr Iro
Seconded: Cllr Stallard
 All in favour
 → Cllr Marsh returned to the room.
- FPR201/22** **Requests for future agenda items**
 Asset Register – March 2023
 Jubilee Hall Car Park Review – July 2023
- FPR202/22** **Date of next meeting – Tuesday 7th March 2023**
 Noted.
- FPR203/22** **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.
- FPR204/22** **Debtors List - for consideration**
 Noted. The Senior Administration Assistant provided updates on two cases. One debt issue to be discussed 8.2.23 with outcome relayed to committee.
ACTION: Outstanding debtor to be pursued **ACTION:** Exec/Admin Officer / Senior Admin Asst
 Parish Council Office, The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED. Tel: 01489 892323

DJO 7.3.23

FPR205/22 **Quotations for IT Services and Support** – for consideration
Current IT services discussed with suggestions for enhancement.
Resolved: To agree in principle to accept quotations for enhanced services and support, with clarity sought on security assurance and number of fibre lines required
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour

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

FPR206/22 **Recommendations from Halls and Grounds Committee** – for consideration

- i) Carnival Licence and Rates 2023
- ii) Churchill Avenue Replacement Roundabout Quotations
- iii) Montague Road Play Area Drainage Consultant Quotations

i) Carnival Licence and Rates 2023

Resolved: To approve the updated licence agreement and hire rate for 10.6.23, with reword as 4% increase of hire rate, not increased by standard CIL for 2023.

Proposed: Cllr Pavey

Seconded: Cllr Williams

All in favour

ACTION: Admin Officer

ii) Churchill Avenue Replacement Roundabout Quotations

Noted as best value product, even with current price rises. An essential replacement and more accessible than the previous item.

Resolved: To approve the replacement roundabout for Churchill Avenue Play Area of a Redlynch VINCI Play DDA Roundabout 1.75 at a cost of £10,256 (ex VAT), inc delivery and installation

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ACTION: Admin Officer

iii) Montague Road Play Area Drainage Consultant Quotations

Resolved: To appoint Fernbrook Consulting Engineering to undertake the drainage survey for Montague Road Play Area at a cost of £3,200.00 (ex VAT).

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

ACTION: Projects Manager

FPR207/22 **Staffing Matters** – for consideration

- i) Staffing Sub-Committee Meeting Minutes and Recommendations 31.1.23
- ii) Appraisals Form Update

i) Staffing Sub-Committee Meeting Minutes and Recommendations 31.1.23

Resolved:

i) **To note the minutes of the Staffing Sub-Committee Meeting of 31.1.23**

ii) **To note the resignation of the Senior Administration Assistant and accept such as required.**

iii) **To consider the recommendation to restructure the office staff as one full time Finance Manager (37 hours per week) to cover the current RFO part time role and Senior Admin Assistant part time role; other Senior Admin Asst tasks to be absorbed into other current office staff roles**

iv) **To hold a consultation with the current RFO and Senior Admin Assistant regarding this staff structure change, in accordance with HALC guidelines.**

v) **To seek continuing advice from HALC to ensure due process followed**

Proposed: Cllr Marsh

Seconded: Cllr Pavey

5 in favour, 2 abstentions

ACTION: Executive Officer

5 Appraisals Form Update

The Executive Officer explained that the form had been enhanced to relate more closely to the relevant job description and to include new HALC performance indicators. This would be explained to staff prior to individual appraisal meetings.

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

FPR208/22

Community Asset Update – for consideration

The recent working group notes were presented. A letter of Expression of Interest had been sent to Winchester City Council. A meeting had been set up with the current tenant for 9.2.23. Funding opportunities were under discussion.

Resolved: To note the recommendations and actions of the working group

Proposed: Cllr Iro

Seconded: Cllr Williams

All in favour

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

FPR209/22

Financial Overview – for consideration

The paper presented was duly considered. Funding options were discussed.

Resolved: To confirm the actions of the working group to continue to progress investigations into this project - including pricing, feasibility and funding opportunities.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

FPR210/22

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 Nicholson

All in favour

FPR211/22

Meeting Report from Council Chairman – Men's Shed – for consideration

Noted. This report would be considered within the next Facilities Review meeting.

FPR212/22

Correspondence – Neighbouring Land – for consideration

Both items of correspondence were duly considered.

Resolved: To inform both correspondents that the Parish Council was not minded to sell or dispose of any council land at this time. The Council supports the emerging and current Winchester City Council Local Plan which protects existing wildlife corridors between built areas.

Proposed: Cllr Pavey

Seconded: Cllr Williams

All in favour

ACTION: Executive Officer

FPR213/22

Solar Panel Locations – for consideration

The paper was duly considered as an initial idea with options to be further investigated.

Resolved: To investigate the viability of siting a solar farm on Parish Council land

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

There being no further business the meeting ended at 9:39pm.