



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 March 2023 at 7pm.

Present: Cllr D Iro Chairman
Cllr J Marsh
Cllr M Pavey
Cllr J Williams
Cllr J Wood (delegated member for P&H Committee)

Non-Committee Member: Cllr P Wilson

In attendance: Mrs H Fisher Finance Manager
Mrs E McKenzie Executive Officer
Mr J Storry Responsible Finance Officer

Members of the public: 1

FPR214/22 To receive and accept apologies for non-attendance.

Cllr K Jones - indisposed
Cllr B Nicholson – family commitment
Cllr R Stallard – work commitment

Resolved: to accept apologies for non-attendance

Proposed: Cllr Iro

Seconded: Cllr Williams

All in favour

FPR215/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR216/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR217/22 Public Session

The member of the public in attendance raised no issues.

It was noted that a response from the Winchester City Council's Monitoring Officer had been received with a conclusion of no breach in code of conduct recorded.

A query was raised with regard to the council's website and the location of council policies therein.

A check was made and all statutory policies were stored in Parish Council/Parish Council

Documents. Regular checks on the website were undertaken by office staff but this was also noted as a responsibility of the Community and Environment Committee.

FPR218/22 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7th February 2023

Two minor amendments were noted on the paper copy of the then signed minutes.

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7th February 2023 – with two minor amendments as noted on the signed minutes.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

ACTION: Review Standing Orders with regard to clarity of the process of declaring interests and

related dispensations

ACTION: Exec Officer/F,P&R Committee

D-I 4.4.23

- FPR219/22** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 7th February 2023**
 Barclaycard issues ongoing but operations unaffected.
 Compensation claim near to finalising – still actively in progress.
 IT Audit Actions – closed as complete – purchases made to increase office IT efficiencies.
 Payroll variants drafted to send out to employees then action to be noted as complete.
- FPR220/22** **Report from RFO**
 Report as tabled.
 Commercial Fixed term Deposit recommendation to be referred to Full Council for approval.
 Annual Budget Preparation and Income and Expenditure Reporting – paper withdrawn.
- FPR221/22** **Finance matters:**
 i) **Payments Schedule – to approve payments**
 Minor queries considered and addressed.
Resolved: to approve the payments
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- ii) **Bank Account Reconciliation Month 10 – to note the review by the Chairman.**
Resolved: to note the review of the Bank Account Reconciliations Month 10 by the Chairman.
Proposed: Cllr Iro
Seconded: Cllr Pavey
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**
 Consideration was given of potential spend in March and expected overspend noted.
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour
- FPR222/22** **Capital Control Report**
 Noted. A query was raised on the differing amounts noted for the Southern Footpath on the balance sheet and capital control report. This was explained as the project having an overall figure allocated to it and an expected spend amount each year (as the project was spread over a number of years).
- FPR223/22** **Budget 2023/24 – Update**
 Paper withdrawn.
- FPR224/22** **Request for Funding – West Hoe Cemetery Management Committee**
 Cllr Marsh explained the planned spend as tabled and request for funding.
Resolved: to approve the funding of £4,000 for the West Hoe Cemetery Management Committee
Proposed: Cllr Iro
Seconded: Cllr Williams
All in favour

- FPR224/22** **Managing CIL Funding**
The Executive Officer presented the paper and highlighted key management strategies to ensure CIL Funding monitored regularly.
Resolved: to note the tabled CIL management strategies and arrange an initial meeting in April
Proposed: Cllr Marsh
Seconded: Cllr Iro
All in favour
ACTION: Schedule a CIL Funding Management Meeting for April 2023 **ACTION: Exec Officer**
- FPR225/22** **CIL Funding Opportunities**
Resolved: to consider CIL Funding for decarbonisation projects for the Jubilee Hall if possible
Proposed: Cllr Williams
Seconded: Cllr Iro
All in favour
ACTION: Clarify scope of CIL Funding for community building improvements **ACTION: Exec Officer**
- FPR226/22** **Review of Annual Asset Register Check**
Cllr Pavey explained the paper tabled. She highlighted issues arising from the check this year and presented other options possible to record this information such.
Resolved: to investigate an updated system for the Asset Register
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour
ACTION: Investigate other Asset Register Reporting Systems and report back
ACTION: Cllr Pavey/Finance Manager
- FPR227/22** **Environmental Action Plan**
Resolved: to reply to the Community and Environment Committee with comments for action: 'when planning purchases for the Council, consideration is to be given to renewable/sustainable options first'
Proposed: Cllr Marsh
Seconded: Cllr Wood
All in favour
ACTION: Reply to CEC **ACTION: Exec Officer**
ACTION: Investigate ethical banking options **ACTION: Cllr Pavey/Cllr Williams**
- FPR228/22** **Plastic Free Community**
Resolved: to note the initiative of the Community and Environment Committee in encouraging the reduction of single use plastics
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- FPR229/22** **Requests for future agenda items**
Car Park Season Tickets at Jubilee Hall – policy to be recommended from the Halls and Grounds Committee
Asset Register System
- FPR230/22** **Date of next meeting – Tuesday 4th April 2023**
Noted.
- The member of the public and non-committee member left the meeting at this point.
- FPR231/22** **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.

FPR232/22

Debtors List - for consideration

Noted. An update on the ongoing debt case was provided. It was noted that the outstanding debt was still recorded and a grant, for this financial year, was pending payment for when debt cleared.

ACTION: Letter to be sent to the outstanding debtor

ACTION: Exec Officer

The RFO and the Finance Manager left the meeting at this point.

FPR233/22

Staffing Matters

Resolved:

- i) To appoint Mrs Hannah Fisher to the full-time post of Finance Manager as of 1.3.23
- ii) To approve the redundancy notice for the part time role of Responsible Finance Officer as of 8.3.23 with three months' notice, with gardening leave option (formal end date to be confirmed in agreed).

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour

FPR234/22

Lilypad Pre-School – Licence and Rates 2023-2026

Resolved: To approve the licence agreement and forward document to Lilypad Pre-School for consideration and signature

Proposed: Cllr Marsh

Seconded: Cllr Pavey

4 in favour, 1 abstention

There being no further business the meeting ended at 8:52pm.