

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 4th April 2023 at 7pm.

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

Non-Committee Member: Cllr P Wilson

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

Members of the public: 0

- FPR235/22 To receive and accept apologies for non-attendance.**
Cllr Pavey – family commitment
Resolved: to accept apologies for non-attendance
Proposed: Cllr Iro
Seconded: Cllr Williams
All in favour
- FPR236/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR237/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR238/22 Public Session**
No matters arising.
- FPR239/22 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7th March 2023**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7th March 2023
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour who were at the meeting on 7th March 2023.
- FPR240/22 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7th March 2023**
Policies to be reviewed in summer 2023. All points from 2022 to be closed and addressed as further actions as appropriate.
Car park machines noted as an increasing demand on office staff time and a review required as soon as possible to ensure system fit for purpose and financially viable.
ACTION: Information to be passed to Halls and Grounds Committee for consideration at their next meeting.
ACTION: Executive Officer/ Finance Manager
- FPR241/22 Report from RFO and Finance Manager**
Report as tabled.

K.A. Jones

2.5.23

FPR242/22

Finance matters:

i) Payments Schedule – to approve payments

Resolved: to approve the payments

Proposed: Cllr Jones

Seconded: Cllr Stallard

All in favour

ii) Bank Account Reconciliation Month 11 – to note the review by the Chairman.

Resolved: to note the review of the Bank Account Reconciliations Month 11 by the Chairman.

Proposed: Cllr Iro

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 Iro

Seconded: Cllr Williams

All in favour

ACTION: Circulate list of creditors to Committee

ACTION: Finance Manager

iv) Income and Expenditure Forecast – to note current position

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

v) Ear Marked Reserves – to note current position

Resolved: to note the ear marked reserves

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

FPR243/22

Capital Control Report

Noted.

FPR244/22

Internal Auditor Report

Two minor recommendations noted which had already been resolved and in action.

Resolved: to recommend the Internal Auditor Report to Full Council

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

FPR245/22

Review of Annual Asset Register Check

It was considered that an asset register management system was needed.

ACTION: To seek comparison between two providers and report back ACTION: Finance Manager

FPR246/22

Pension Discretionary Policy

The Finance Manager presented the paper and highlighted the policy aims.

Resolved: to approve the tabled Pension Discretionary policy, review the policy annually, make the policy available to employees and monitor when adjustments needed under Point 9: Determining Rates of Employees' Contributions Regulation.

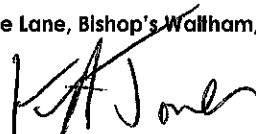
Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: Circulate policy to employees

ACTION: Executive Officer



2-5-23

- FPR247/22 Community Infrastructure Levy (CIL) Funding (BWPC)**
Noted.
- FPR248/22 Fireworks Event at Hoe Road Recreation Ground – 2023 Licence and Rates**
Resolved: to approve the 2023 licence and rates for the Fireworks Event at Hoe Road Recreation Ground as tabled.
Proposed: Cllr Nicholson
Seconded: Cllr Iro
All in favour
ACTION: To ensure the lease is signed and bond lodged ACTION: Administration Officer
- FPR249/22 Ear Marked Reserves from 2022/23 Budget**
Resolved: to approve the movement of ear marked reserves as tabled
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour
ACTION: Complete movement to update records for 2023/24 ACTION: Finance Manager
- FPR250/22 Deed of Access Policy – Review**
The situation arising, regarding one application that did not fit the current policy criteria, was considered.
ACTION: All committee members to offer suggestions for amendment to policy
ACTION: F,P&R Committee Councillors
- FPR251/22 Land Disposal Policy - Drafts**
Paper withdrawn.
- FPR252/22 Membership of Standing Committee**
The paper tabled was considered with two in favour of a statement of good practice regarding membership of standing committees and four abstentions.
ACTION: Statutory duty of declaring interests before council meetings and the guiding Seven Principles of Public Life to be clearly explained to all councillors at first meeting of Council on 16th May 2023.
ACTION: Executive Officer
- FPR253/22 Requests for future agenda items**
Contract for upgrading IT systems
Asset Register Management Systems
Deed of Access Policy review
Car Park Season Tickets
- FPR254/22 Date of next meeting – Tuesday 2nd May 2023**
Noted.
- FPR255/22 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.
- FPR256/22 Debtors List - for consideration**
Ongoing case updated.
Note to all leases to be updated with regard to third party claims being handled by the landlord.
ACTION: Leases to be checked to include third party claim guidance.
ACTION: Exec Officer/Finance Manager

K.A. Jones

2.5.23

FPR257/22 Skate Park Refurbishment Contractor
Resolved: To approve Gravity as the contractor for the installation of the new skatepark at Priory Park. *The acceptance of the quotation is conditional upon working with the contractor to refine the final design and obtaining the necessary planning permission.*
Proposed: Cllr Nicholson
Seconded: Cllr Jones
All in favour

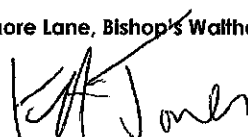
FPR258/22 Halls Hire Conditions - Review
The case presented was duly considered.
The proposal was declined and a recommendation made to signpost grant opportunities available to small businesses.
ACTION: To signpost grant opportunities to the hall hirer **ACTION:** Administration Officer

The RFO left the meeting at this point.

FPR259/22 Community Asset – Funding Opportunities
The recommendations of the working group were deliberated.
Resolved:
i) To note the recommendations from the working group tabled and forward to Full Council for approval (as listed below)
ii) To meet with representative in April to ascertain purchase opportunity
iii) To continue to consider all funding options
iv) To apply for CIL Funding (by 31.3.23)
v) To investigate bank loan procedures (as a short term option) (Bank Loan and Public Works Board Loan)
vi) To discuss Educational Institute Funding options
vii) To confirm plan to sell BWPC property – draft letter to tenant and gather valuation/proceed with estate agent
viii) To undertake a survey of the BWPC property and consider maintenance plan
Proposed: Cllr Williams
Seconded: Cllr Jones
All in favour **ACTION:** Executive Officer / Finance Officer

FPR260/22 CIL Funding Applications to Winchester City Council
Resolved: To ratify the decision from the working group to apply for CIL Funding (by 31.3.23) for the purchase of the community asset.
Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour

There being no further business the meeting ended at 9:23pm.



2.5.23.