



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 2nd May 2023 at 7pm.

Present: Cllr K Jones Vice Chairman
Cllr Mrs J Marsh
Cllr B Nicholson
Cllr Mrs M Pavey
Cllr R Stallard
Cllr J Williams

Non-Committee Member: None

In attendance: Mrs H Fisher Finance Manager
Mrs L Edge Clerk

Members of the public: 0

- FPR261/22 To receive and accept apologies for non-attendance.**
Cllr Iro – work commitment
Resolved: to accept apologies for non-attendance
Proposed: Cllr Nicholson
Seconded: Cllr Ms Pavey
All in favour
Apologies also received from Mrs McKenzie, Executive Officer.
- FPR262/22 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- FPR263/22 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
Cllr Stallard – agenda item 15.
- FPR264/22 Public Session**
No members of the public were present.
No matters were raised by Councillors.
- FPR265/22 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th April 2023**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th April 2023
Proposed: Cllr Mrs Marsh
Seconded: Cllr Williams
All in favour who were at the meeting on 4th April 2023.
- FPR266/22 Actions arising from the meeting of the Finance, Policy and Resources Committee – 4th April 2023**
Noted.
- FPR267/22 Report from RFO and Finance Manager**
Report not in papers – Finance Manager to forward to Committee members.
Action: Finance Manager
Mrs Fisher provided a verbal update on matters included in the report – VAT refund received, pension return completed and submitted.
Cllr Jones requested that the reference to 'RFO' is removed from the agenda item for future meetings.
Action: Exec Officer

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FPR268/22

Finance matters:

i) Payments Schedule – to approve payments

Resolved: to approve the payments

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour

ii) Bank Account Reconciliation Month 12 – to note the review by the Chairman.

Resolved: to note the review of the Bank Account Reconciliations Month 12 by the Chairman.

Proposed: Cllr Mrs Pavey

Seconded: Cllr Nicholson

All in favour

iii) Parish Council Balance Sheet – to note current position

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Pavey

All in favour

All Councillors noted that the new format for this report was much easier to read and understand.

iv) Income and Expenditure Forecast – to note current position

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Mrs Marsh

Seconded: Cllr Stallard

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.

FPR269/22

Capital Control Report

Noted.

FPR270/22

Arbuthnot Latham Banking Mandate Change – for consideration.

Resolved: to approve the addition of Mrs Hannah Fisher, Finance Manager, to the Arbuthnot Latham Bank Mandate for Bishop's Waltham Parish Council and make any changes necessary to the named Councillors as signatories on the Bank Mandate.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Pavey

All in favour.

Action: Finance Manager

FPR271/22

Management Review of the Council Asset Register – for consideration.

Cllr Stallard and Mrs Fisher outlined the details of the proposal and the comparisons between the two options.

Resolved: to not proceed with the purchase of the Rialtas Asset Suite, to start the transfer of the current asset register data from Excel spreadsheets to Office 365 SharePoint Lists and assess its usefulness.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Stallard

All in favour.

Cllr Stallard suggested that the initial transfer is of a small amount of data to ensure the system is fit for purpose before all the data is transferred.

Action: Finance Manager

- FPR272/22** **Review of the Council Asset Register – for consideration.**
 Discussion points – items for removal (including costs for installing equipment); adjustments; whether replacement windows should be included.
Resolved: to approve the Council Asset Register as tabled with the removal of the item “Dick Randall, replace stile with gates, £550” from the adjustments list as this was noted as the installation costs.
 Proposed: Cllr Mrs Pavey
 Seconded: Cllr Nicholson
 All in favour. **Action: Finance Manager**
- FPR273/22** **Deed of Access Policy – Review – for consideration.**
 Discussion points – annual payment versus one off payment; historic issues; need for policy for new applications.
Resolved: to note the review and pass all comments back to the Halls & Grounds Committee for consideration and recommendation of new policy to the Finance, Policy & Resources Committee in due course.
 Proposed: Cllr Nicholson
 Seconded: Cllr Williams
 All in favour. **Action: Exec Officer**
- FPR274/22** **Land Disposal Policy – Drafts – for consideration.**
 Discussion points: reason for policy; previous requests for land; Councillor questions.
Proposed: to set up a Working Group, Cllr Mrs Pavey, Cllr Jones and the Executive Officer, to draft a specific document for the Council.
 Proposed: Cllr Mrs Marsh
 Seconded: Cllr Nicholson
 All in favour. **Action: MP/KJ/Exec Officer**
- FPR275/22** **Grants – Recommendations from the CEC for consideration.**
i) Resolved: to approve the following recommendations:
- | | | |
|--|---------------|--------------|
| Bishop’s Waltham Community Swimming | £600 | \$19 |
| Bishop’s Waltham Festival Ltd | £600 | \$145 |
| Bishop’s Waltham In Bloom | £1,500 | \$144 |
| Home Start Hampshire | £1,300 | \$137 |
| Meon Valley Heartstart | £500 | \$137 |
- Proposed: Cllr Mrs Pavey
 Seconded: Cllr Mrs Marsh
 All in favour.
- ii) Resolved: to approve the recommendation to not award a grant to Swan Samba, to request more information, including account information, and to reconsider the application once this is received.**
 Proposed: Cllr Mrs Pavey
 Seconded: Cllr Nicholson
 All in favour. **Action: Admin Officer**
- iii) Resolved: to approve the recommendation that a meeting (minuted) is organised with representatives of the Parochial Church Council to discuss their grant application.**
 Proposed: Cllr Mrs Pavey
 Seconded: Cllr Williams
 All in favour. **Action: Admin Officer**
- FPR276/22** **Requests for future agenda items**
 i) Jubilee Hall Car park – recommendation from Doctors' Surgery Working Group.
 ii) Ethical Banking Options (Cllr Pavey, Cllr Williams)
- FPR277/22** **Date of next meeting – Tuesday 6th June 2023**
 Noted.

FPR278/22

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.

FPR279/22

Debtors List - for consideration

Mrs Fisher provided an update on payments received.

No action required.

FPR280/22

Staffing Matters – Quotation for training – for consideration.

Councillors acknowledged the importance of professional training for all Council staff.

Resolved: to provide support to Mrs Wilkinson by acknowledging the time required to undertake this qualification and the costs involved in this continued professional development.

To include a clause to cover full payback of costs incurred if the staff member leaves the Parish Council within one year of receiving the qualification, 50% if two years.

Proposed: Cllr Williams

Seconded: Cllr Stallard.

All in favour.

ACTION: Write letter to explain clause

ACTION: Exec Officer

FPR281/22

Quotation for IT Services Support – for consideration.

Discussion points: cost benefit; comparison to existing contractor; vulnerability of current system; training on any new system for staff and Councillors.

Resolved: to accept the quotation from Digi Toolbox for the 365 Licence costs, IT support services and to approve the IT Roadmap as tabled.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Stallard

All in favour.

ACTION: Confirm acceptance with Digi Toolbox

ACTION: Exec Officer

Cllr Jones ended the meeting by passing on best wishes to all Councillors for the election on 4th May 2023.

There being no further business the meeting ended at 8:34pm.