



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 6th June 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 A Webb

In attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer/ Clerk to the Committee

Members of the public: 0

Cllr Iro welcomed those present to the meeting and asked for nominations for the role of Chairman to the Committee.

FPR001/23 To elect the Chairman of the Committee

Only nomination: Cllr D Iro - proposed by Cllr Marsh and seconded by Cllr Jones

Resolved: To elect Cllr D Iro as Chairman to the Committee

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

Cllr Iro thanked those present for their votes and expressed his wish to continue the good work of the committee.

FPR002/23 To elect the Vice Chairman of the Committee

Only nomination: Cllr K Jones - proposed by Cllr Iro and seconded by Cllr Pavey

Resolved: To elect Cllr K Jones as Vice Chairman to the Committee

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

Cllr Jones also thanked those present for their votes and stated that he looked forward to the new council year ahead.

FPR003/23 To receive and accept apologies for non-attendance.

All present.

FPR004/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

Cllr Iro – agenda item 22.

FPR005/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None relating to the business of the meeting.

FPR006/23 Public Session

Cllr Webb requested that agenda item 23iii be brought forward to include his input which the Chairman agreed to (see FPR24/23 for resolution made).

An update on grants was supplied by Cllr Marsh explaining the status of Swanmore Samba as linked to a for profit venture and therefore not eligible for a grant award. A meeting had been held with

1

Kurt Jones
4-7-23

representatives of St Peter's Parochial Church, following which new information would be considered by the Community and Environment Committee at the next meeting.
The Finance Manager noted that an update on the Public Contracts Regulations 2015. This was due to be taken to Parish Council for noting next week and then would be considered by this committee at their next meeting to review Financial Regulations and update them accordingly.
The Committee were also informed that bank interest is now being received quarterly as expected.

FPR007/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 2nd May 2023

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 2nd May 2023

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour who were at the meeting on 2nd May 2023.

FPR008/23 Actions arising from the meeting of the Finance, Policy and Resources Committee – 2nd May 2023
Noted.

FPR009/23 Report from Finance Manager

Mrs Fisher provided a very clear verbal update on matters included in the report.
The Executive Officer brought to the attention of the Committee that Mrs Fisher had completed the Council's Annual Governance and Accountability Return recently and then set to work on a Financial Introduction to Local Council Administration qualification course, of which she has already completed four out of five units, which should be noted as commendable.

FPR010/23 Finance matters:

i) Payments Schedule – to approve payments

One query on a credit payment was explained and staff courses on GDPR noted.

Resolved: to approve the payments

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ii) Bank Account Reconciliation Month 1 – to note the review by the Chairman.

Resolved: to note the review of the Bank Account Reconciliations Month 1 by the Chairman.

Proposed: Cllr Pavey

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 Jones

Seconded: Cllr Williams

All in favour

iv) Income and Expenditure Forecast – to note current position

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

v) Ear Marked Reserves – to note current position

Resolved: to note the ear marked reserves

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour.

K.A. Jones
4-7-23

- FPR011/23 Capital Control Report**
Noted.
- FPR012/23 Annual Governance and Accountability Return with Internal Auditor Report**
The Finance Manager noted that the Return had been completed.
The Internal Auditor had noted reserves level should be monitored but this level was comparable to previous years so not a new concern. A quarterly check on petty cash had been recommended which Cllr Pavey volunteered to be part of.
Rialtas had been recommended for the record of asset register but Microsoft 365 would be trialled initially as the council's new IT system. The Finance Manager and Internal Auditor had clarified that a policy should run alongside the asset register to ensure a sound procedure followed.
- FPR013/23 Appointment of Staffing Sub-Committee and Working Groups**
- i) **Resolved: to appoint Cllr Iro, Cllr Marsh and Cllr Nicholson to the Staffing Sub-Committee**
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour.
- ii) **Resolved: to appoint ongoing working groups and action groups as tabled**
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour.
- FPR014/23 Policies – Current Status**
Policies noted as a comprehensive list but with regular reviews needed, particularly those with health and safety aspects.
Resolved: to appoint Cllr Stallard to review the policies with the Executive Officer
Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour. **ACTION: Executive Officer/ Cllr Stallard**
- FPR015/23 Council Asset Register 2022-23**
Resolved: to appoint Cllr Pavey, Cllr Stallard and the Finance Manager to consider transfer of assets onto a formal register
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour. **ACTION: Cllr Pavey, Cllr Stallard & Finance Manager**
- FPR016/23 Requests for future agenda items**
Financial Regulations update
Investment Policy
Churchyard Maintenance Policy
- FPR017/23 Date of next meeting – Tuesday 4th July 2023**
Noted.
- FPR018/23 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.
- FPR019/23 Debtors List**
The Finance Manager provided an update on payments received.
No action required.

K.A. Jones
4-7-23

FPR020/23 Staffing Matters

i) Updates and Recommendations from the Staffing Sub-Committee meeting of 30.5.23

Loss of groundsman

- Set up meeting with WHCMC rep/send recommendation to consider cemetery maintenance from summer and onwards
- Set up meeting with P&H Clerk/Chairman and H&G Clerk/Chairman/send recommendation to consider grounds and parish lengthsman workload and possible use of contractor/s
- Discuss matter further at Staffing Sub-Committee meeting

Resignation of Planning and Highways Clerk

- Request meeting with P&H Clerk to review request
- To consider the EO taking on the part role if the Projects Manager can take on the remaining sections of the Southern Footpath project
- Discuss matter further at Staffing Sub-Committee meeting

Staffing Matters

- To follow up on Occupational Health report as recommended by F,P&R
- To hold a Staffing Sub-Committee meeting to consider a staffing review to include all staff roles and responsibilities.

Resolved: to follow the actions as listed above and ensure Parish Council aware of key issues arising

Proposed: Cllr Pavey

Seconded: Cllr Iro

All in favour.

ACTION: Executive Officer

ii) Redundancy Payment – for approval

The Finance Manager had calculated the final pay award which Cllr Pavey agreed to verify.

Resolved: to approve the redundancy payment as agreed by HALC and tabled

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour.

FPR021/23 Community Asset

The Executive Officer and working group provided an update to this project. The offer of purchase of the previously named Community Asset had been confirmed by the vendor. The information legal pack is due within 20 working days, if possible, and a completion date outlined for 14.7.23.

Resolved:

- To agree in principle to purchase the community asset as outlined as the price in writing, subject to survey**
- To carry out a survey of the building**
- To consult with the Internal Auditor to ensure due process is followed**
- To present funding options available to the Parish Council**

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour.

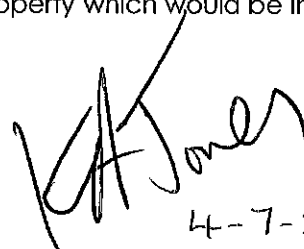
ACTION: Executive Officer / Finance Manager

Other points to consider are further maintenance costs and an operational budget going forward. As well as ongoing tenancy and other opportunities for the building.

Cllr Iro left the room.

FPR022/23 Well House – Update from Working Group

The Executive Officer and working group provided an update to this project. The proposed sale was progressing, with the EPC due shortly to complete the required information pack prior to being put onto the market. The tenants had confirmed their intention to remain at the property which would be incorporated into the marketing information.


4-7-23

Resolved:

- i) To proceed with the sale with the Estate Agent fees approved
- ii) To meet with the Montessori Nursery reps
- iii) To meet with the Citizen Advice reps
- iv) To draft a letter of intention for the public
- v) To review the use of the Diamond Suite area

Proposed: Cllr Stallard

Seconded: Cllr Marsh

6 in favour (1 abstention as DPI)

ACTION: Executive Officer and Working Group

Cllr Iro returned to the room.

The Finance Manager left the meeting. Before which, the Committee thanked her for her very efficient work in the role.

FPR023/23

Suspension of Standing Orders

Resolved: Resolved: To suspend Standing Orders 3x 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 Marsh

All in favour

FPR024/22

Recommendations from the Halls and Grounds Committee

- i) **Resolved:** to recommend to Parish Council the appointment of Reeve Construction to install the drainage system as specified for the site of the Montague Road Play Area at a price of £17,836.78 excluding VAT.
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour

- ii) **Resolved:** to recommend to Parish Council the appointment of Richard Randall Services to install a bin compound to the rear of Jubilee Hall at a price of £2,756 excluding VAT
Proposed: Cllr Jones
Seconded: Cllr Stallard
6 in favour, 1 abstention

- iii) **Resolved:** to appoint BQS to construct the footpath alongside the Allotments at a price of £11,870 excluding VAT
Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour

- iv) **Resolved:** to recommend to Parish Council the appointment of Titchfield Tree Services to undertake tree works at Victoria Road at a price of £3,350 excluding VAT
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
6 in favour, 1 abstention

- v) **Resolved:** to recommend to Parish Council the ratification to sign a 12-month contract with British Gas at the cost of £14,465.47 excluding VAT
Proposed: Cllr Jones
Seconded: Cllr Marsh
6 in favour, 1 abstention

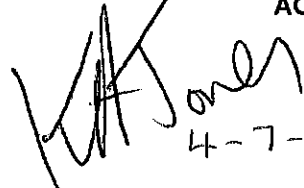
FPR025/22

Doctors' Surgery – Paper from the Planning and Highways Committee

The Committee considered the request tabled regarding parking spaces at Jubilee Hall car park for surgery staff.

It was agreed in principle to support the request in some form. Details to be considered nearer the time. No resolution made at this time. This matter to be passed to Parish Council for noting.

ACTION: Executive Officer


4-7-23

FPR026/22

Land Transfer of Open Space at Bishop's Meadow

The matter was in hand and progressing with the solicitor. The current land plan showed no access route so this was being pursued to ensure such was in place. This matter to be passed to Parish Council for noting.

Resolved:

- i) To note the progression of the land transfer and the request for access rights to the land being pursued.**
- ii) To agree the solicitor's fees as tabled.**

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour.

ACTION: Executive Officer

FPR027/22

Correspondence

- i) Land at Victoria Road**

The letter tabled was duly discussed.

- ii) Land at Morley Drive**

The request was noted for consideration once the pending Land Disposal Policy was adopted.

Resolved:

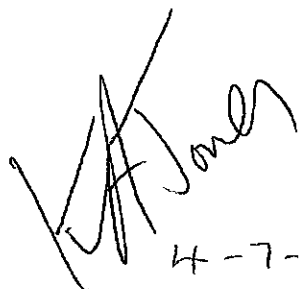
- i) to ratify initial response to correspondence re: Victoria Road**
- ii) to reconsider and review these items if appropriate following adoption of the pending Land Disposal Policy**

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

There being no further business the meeting ended at 10:00pm.


4-7-23