



**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 4<sup>th</sup> July 2023 at 7pm.**

**Present:** Cllr K Jones Vice Chairman (acting Chairman)  
Cllr J Marsh  
Cllr B Nicholson  
Cllr R Stallard  
Cllr J Williams

**In attendance:** Mrs H Fisher Finance Manager  
Mrs E McKenzie Executive Officer/ Clerk to the Committee

**Members of the public:** 0

Cllr Jones welcomed those present to the meeting and indicated that he would be chairing the meeting in Cllr Iro's absence.

- FPR028/23 To receive and accept apologies for non-attendance.**  
Cllr D Iro – work commitments  
Cllr M Pavey – family commitments  
**Resolved: To accept apologies for non-attendance**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Stallard**  
**All in favour.**
- FPR029/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None relating to the business of the meeting.
- FPR030/23 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.
- FPR031/23 Public Session**  
Cllr Williams noted that the listing of the Youth Hall as an Asset of Community Value had recently expired. The Executive Officer replied that this would be an agenda item for Parish Council to consider next week.
- FPR032/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> June 2023**  
**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6<sup>th</sup> June 2023**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour.**
- FPR033/23 Actions arising from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> June 2023**  
Noted.
- FPR034/23 Report from Finance Manager**  
Mrs Fisher provided a very clear verbal update on matters included in the report.
- FPR035/23 Finance matters:**  
i) **Payments Schedule – to approve payments**

Resolved: to approve the payments  
Proposed: Cllr Williams  
Seconded: Cllr Stallard  
All in favour

ii) Bank Account Reconciliation Month 2 – to note the review by the Chairman.  
Resolved: to note the review of the Bank Account Reconciliations Month 2 by the Chairman.  
Proposed: Cllr Nicholson  
Seconded: Cllr Williams  
All in favour

iii) Parish Council Balance Sheet – to note current position  
Resolved: to note the Parish Council Balance Sheet  
Proposed: Cllr Marsh  
Seconded: Cllr Stallard  
All in favour

iv) Income and Expenditure Forecast – to note current position  
Resolved: to note the Income and Expenditure Forecast  
Proposed: Cllr Nicholson  
Seconded: Cllr Marsh  
All in favour

v) Ear Marked Reserves – to note current position  
Resolved: to note the ear marked reserves  
Proposed: Cllr Williams  
Seconded: Cllr Stallard  
All in favour.

- FPR036/23      **Capital Control Report**  
Noted.  
**ACTION: Reminder to be sent to Committee Chairmen to progress capital spend projects.**  
**ACTION: Executive Officer**
- FPR037/23      **Quarterly Budget Review**  
The actuals shown and review noted. Training costs were noted as an investment. Consider any necessary virements at next review ahead of, or at, budgeting time.  
**Resolved: to note the quarterly budget report and note no actions required at this time.**  
Proposed: Cllr Stallard  
Seconded: Cllr Marsh  
All in favour
- FPR038/23      **Investment Strategy and Policy**  
Resolved: to approve the Investment Strategy Policy tabled  
Proposed: Cllr Williams  
Seconded: Cllr Marsh  
All in favour.
- FPR039/23      **Reinvestment of Funds Policy**  
Resolved: to approve the reinvestment of £407,641.86 with Arbuthnot Latham for 3 months at 3.8%  
Proposed: Cllr Marsh  
Seconded: Cllr Stallard  
All in favour.      **ACTION: Finance Manager**
- FPR040/23      **Financial Regulations**  
The update required was noted but wording in two places needed clarification and approved as below.  
**Resolved: to approve the Financial Regulations tabled with two amends:-**  
11.1 b ...'net value estimated to be **less than** £30,000 or more...'  
11.1 h ...'contract valued **less** more than £30,000 (net)...

**Proposed: Cllr Nicholson**  
**Seconded: Cllr Williams**  
**All in favour.**

**ACTION: Finance Manager/Executive Officer**

**FPR041/23**

**Councillors' Expenses Policy**

The government updates with regard to allowances were noted accordingly.

**Resolved:**

- i) To adopt the update tabled**
- ii) To bring this update to the attention of all councillors**

**Proposed: Cllr Marsh**  
**Seconded: Cllr Stallard**  
**All in favour.**

**ACTION: Executive Officer**

**FPR042/23**

**Asset Register Policy**

Thanks were given to the Finance Manager and Cllr Pavey for working on this policy.

**Resolved: to approve the Asset Register Policy tabled and for the current Asset Register to be reviewed in line with the policy and adjustments made where necessary.**

**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**All in favour.**

**ACTION: Cllr Pavey/ Finance Manager**

**FPR043/23**

**Bishop's Waltham Cricket Club Lease – Appointment of Working Group**

**Resolved: to appoint Cllr Marsh, Cllr Nicholson and Cllr Stallard as the working group to meet with Cricket Club representatives**

**Proposed: Cllr Williams**  
**Seconded: Cllr Jones**  
**All in favour.**

**ACTION: Executive Officer**

**FPR044/23**

**St Peter's Grant Application – Recommendation from the Community and Environment Committee**

**Resolved: to approve the grant award of £1,500 to St Peter's Parochial Church under the LGA1972 s214 and refer to Parish Council to note**

**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour.**

**ACTION: Executive Officer**

**FPR045/23**

**Requests for future agenda items**

None at this time.

**FPR046/23**

**Date of next meeting – Tuesday 1<sup>st</sup> August 2023**

Noted. It was stated that papers would be circulated early due to staff annual leave.

**FPR047/23**

**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.**

**FPR048/23**

**Debtors List**

The Finance Manager provided an update on VAT queries on account and payments received. No concerns highlighted.

**FPR049/23**

**Staffing Matters**

- i) Completion of Probationary Periods**

**Resolved: to approve the completion of the probationary period of the Community Support Officer and Finance Manager and refer to Parish Council to note**

**Proposed: Cllr Nicholson**  
**Seconded: Cllr Williams**  
**All in favour.**

**ACTION: Executive Officer**

**ii) Update to Job Descriptions**

It was confirmed that the West Hoe Cemetery Management Committee Clerk role could be undertaken as a 'working from home' role, however the post holder would need to visit office 'when requested' and also be equipped with sufficient office resources under Health and Safety directives, in line with the Working From Home policy.

**Resolved: to approve the updated job descriptions for the Executive Officer and West Hoe Cemetery Management Committee Clerk and refer to Parish Council to note**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour.**

**Resolved: To refer further job description changes to the Staffing Sub-Committee and refer to HALC guidance if appropriate**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour.**

**FPR050/23**

**Community Asset**

The Executive Officer and working group provided an update to this project. It was noted that further CIL funding could potentially be applied for to cover maintenance/upgrade costs.

**Resolved: To note the updates tabled and to approve the survey and solicitor costs outlined**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

**ACTION: Executive Officer and Working Group**

**FPR051/23**

**Well House – Update from Working Group**

The Executive Officer and working group provided an update to this project.

**Resolved:**

**i) To note the updates provided**

**ii) To write to Citizens Advice to confirm ongoing support**

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Executive Officer and Working Group**

**FPR052/22**

**Recommendations from the Halls and Grounds Committee – Relining Priory Park Main Car Park**

**Resolved: To approve the selection of South Coast line Marking Limited to undertake the remarking of the lines in the main Priory Park Clubhouse Car Park, at the quoted price of £1,100 excluding VAT.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

There being no further business the meeting ended at 8:35pm.

*J. Marsh 1-8-23*