



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 1st August 2023 at 7pm.

Present: Cllr J Marsh
Cllr M Pavey
Cllr J Williams

Non-Committee members: Cllr A Webb (Co-opted)

In attendance: Mrs E McKenzie Executive Officer/ Clerk to the Committee

Members of the public: 0

FPR053/23 Election to Chair of the Committee for the Meeting 1.8.23
Resolved: To elect Cllr Marsh as Chair of the Committee for the Meeting 1.8.23
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour

FPR054/23 Co-option to the Committee for the Meeting 1.8.23
Resolved: To co-opt Cllr Webb to the Committee for the Meeting 1.8.23
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour

FPR055/23 To receive and accept apologies for non-attendance.
Cllr D Iro – family commitments
Cllr K Jones – family commitments
Cllr B Nicholson – family commitments
Cllr R Stallard – family commitments
Resolved: To accept apologies for non-attendance
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour

Apologies also noted from the Finance Manager.

FPR056/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None relating to the business of the meeting.

FPR057/23 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.

FPR058/23 Public Session
Cllr Marsh explained the main points arising from the meeting earlier in the day with the Cricket Club representatives. These points being the success of the current teams, the lease extension request and the conditions of the grounds and premises. A report would be included in the agenda at the Parish Council meeting next week and any actions arising referred to the relevant committee. The club had invited councillors to their end of season presentation, the date of which would be circulated.

- FPR059/23** To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th July 2023
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th July 2023
Proposed: Cllr Marsh
Seconded: Cllr Williams
- FPR060/23** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 4th July 2023**
 Updates were provided by the Executive Officer.
- FPR061/23** **Report from Finance Manager**
 Noted.
- FPR062/23** **Finance matters:**
- i) Payments Schedule – to approve payments**
Resolved: to approve the payments tabled and Finance Manager to clarify energy payments and required detail for inter account transfers
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour **ACTION: Finance Manager**
- ii) Bank Account Reconciliation Month 3 – to note the review by the Chairman.**
Resolved: to note the review of the Bank Account Reconciliations Month 3 by the Chairman.
Proposed: Cllr Williams
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 Marsh
Seconded: Cllr Pavey
All in favour
- iv) Income and Expenditure Forecast – to note current position**
Resolved: to note the Income and Expenditure Forecast and use unbudgeted items from fiscal year to inform contingency for next year
Proposed: Cllr Williams
Seconded: Cllr Pavey
All in favour
- v) Ear Marked Reserves – to note current position**
Resolved: to note the ear marked reserves
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour
- FPR063/23** **Capital Control Report**
 Noted. Continue to remind Committee Chairman to focus on capital projects spend.
- FPR064/23** **Applying for Funding – Strategy Proposal**
Resolved: to recommend proposal to Full Council
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour **ACTION: Exec Officer**

- FPR065/23 Deed of Access Policy**
Councillors deliberated and confirmed the requirement for the charge for the deed.
Resolved:
i) To approve tabled changes for the Deed of Access Policy
ii) To approve the application submitted for a Deed of Access under the updated Policy
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**
- FPR066/23 Council Projects 2023-2024**
Resolved: to refer recommendation to Full Council for further consideration
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour **ACTION: Exec Officer**
- FPR067/23 Requests for future agenda items**
Bishop's Meadow Open Space Transfer
Internal Auditor Appointment
- FPR068/23 Date of next meeting – Tuesday 5th September 2023**
Noted.
- FPR069/23 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.
- FPR070/23 Debtors List**
Noted.
- FPR071/23 Community Asset - Update**
The Executive Officer and Cllr Marsh provided an update to this project. Paper as tabled noted – survey completed, solicitor searches under way and contact with vendor ongoing.
- FPR072/23 Well House – Update**
The Executive Officer and Cllr Marsh provided an update to this project. Paper as tabled noted – property on market, signage to be added, tenant support actively continuing.
ACTION: To invite Citizens Advice Manager of Well House to visit **ACTION: Exec Officer**
- FPR073/22 Recommendations from the Halls and Grounds Committee**
i) Southern Footpath Quotation for Stage 2
Resolved: To recommend to Full Council the preferred contractor, BQS, for Stage 2 of the Southern Footpath project at a cost of £28,191.00 + VAT
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour **ACTION: Exec Officer**
- ii) Dynamos' Request for Review of Licence Rate and Amendment to Licence Document
Resolved: To recommend to Full Council:-
i) To confirm the licence rate as set in April 2023 to include CPI as standard increase charge
ii) To offer one off hire of Parish Council main hall for a fundraising event
iii) To approve the tabled amendment to clause 8 of the Dynamo's Licence Agreement
Proposed: Cllr Williams

Seconded: Cllr Pavey
All in favour

ACTION: Exec Officer

iii) Health and Safety Consultant Renewal Quotation

Resolved: To confirm the annual appointment of Solent Safety Services at a price of £475 ex VAT

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

iv) Priory Park Football Pitch Drainage Work – Quotations

Resolved: To approve the preferred contractor, Frouds, for Priory Park Footpath Pitch drainage works at a cost of £1,850.00 ex VAT

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

v) Staffing Matters

Resolved: To refer matters tabled to the Staffing Sub-Committee and to the relevant Standing Committees (Halls & Grounds, Planning & Highways and West Hoe Cemetery Management)

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

ACTION: Exec Officer

FPR074/22

Recommendation from the Community And Environment Committee

i) **Grant Application from Bishop's Waltham Town Team**

Resolved: To recommend to Full Council the grant award of £500 under LGA1972 s144 to Bishop's Waltham Society

Proposed: Cllr Pavey

Seconded: Cllr Marsh

1 in favour (plus 2 above), 1 abstention

ACTION: Exec Officer

FPR075/23

Staffing Matters

i) **Staffing Review Quotation**

Resolved: to approve HALC to undertake a review of current staffing structure and advise accordingly

Proposed: Cllr Webb

Seconded: Cllr Pavey

All in favour.

ACTION: Exec Officer

ii) **Appraisals**

Noted that the staff appraisals for Summer 2023 have been completed. Reports to be considered by the Staffing Sub-Committee later in August 2023.

There being no further business the meeting ended at 9:08pm.