



**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 5<sup>th</sup> September 2023 at 7pm.**

**Present:**

Cllr Iro	Chairman
Cllr Jones	Vice Chairman
Cllr Marsh	
Cllr Nicholson	
Cllr Pavey	
Cllr Stallard	
Cllr Williams	

**In attendance:**

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

**Members of the public:** 0

**FPR076/23**     **To receive and accept apologies for non-attendance.**  
All present.

**FPR077/23**     **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None relating to the business of the meeting.

**FPR078/23**     **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.

**FPR079/23**     **Public Session**  
The opportunity to consider a change in banking accounts was highlighted as a future agenda item.  
A letter had been sent to the owner of the strip of land adjoining Priory Park to seek a meeting to discuss possible public access onto the land.  
The High Street bunting was becoming detached and a concern. The team who installed the bunting had been contacted to take it down but a reminder would again be given.  
A possible Church maintenance fund was suggested by the Finance Manager, following the annual request for such, which would be discussed further at committee budgeting meetings.  
An update by NALC of the standard Financial Regulations was on course to be published soon and the staff would bring this to Council and Committee's attention as soon as possible thereafter.  
The Executive Officer noted that a meeting had been held on 21.8.23 to consider funding receipts and allocations and a further meeting planned for October as part of a quarterly review schedule. The current overview would be presented at the meeting of the full Parish Council next week.  
The WCC CIL funding applications had received an update from with recommendations due to be presented to Cabinet in October. Additional information had been supplied in support of one of the applications.

**FPR080/23**     **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> August 2023**  
**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1<sup>st</sup> August 2023**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Williams**  
**All in favour who were in attendance at the meeting of 1<sup>st</sup> August 2023**

**FPR081/23**     **Actions arising from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> August 2023**  
Updates were provided by the Executive Officer.

FPR082/23

**Report from Finance Manager**

Noted.

Thanks were given by the Committee to the Finance Manager for her highly efficient and conscientious handling of the council finances.

FPR083/23

**Finance matters:**

**i) Payments Schedule**

**Resolved: to approve the payments tabled**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

**ii) Bank Account Reconciliation Month 4**

The second precept payment had been received and it was proposed to move monies between accounts to maximise interest. It was noted however that large expenditure was expected soon with the payments for the Montague Road play park, skatepark and southern footpath projects all on track for Autumn spend, as well as the purchase of the Community Asset. Options to be considered for a variety of bank accounts and to investigate possible investment opportunities.

**Resolved: to note the review of the Bank Account Reconciliations Month 4 by the Chairman.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**iii) Parish Council Balance Sheet**

A query was raised as to why assets were not listed on this sheet and the Finance Manager explained that fixed assets are not included in the balance sheet as they are classes as not current assets. Clarification on this would be forwarded to councillors.

**ACTION: Email balance sheet clarification to Committee**

**ACTION: Finance Manager**

It was noted that funds for the bridleway may be considered to move to the school link footpath project.

**Resolved: to note the Parish Council Balance Sheet**

**Proposed: Cllr Pavey**

**Seconded: Cllr Jones**

**All in favour**

**iv) Income and Expenditure Forecast**

**Resolved: to note the Income and Expenditure Forecast and use unbudgeted items from fiscal year to inform contingency for next year**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**v) Ear Marked Reserves**

Position noted.

FPR084/23

**Capital Control Report**

Noted.

Several items had been earmarked from the previous year – it was asked of committee chairman to focus on all capital items budgeted and to note that the earmarked reserve items budgeted last year would be re-distributed if not spent this year.

FPR085/23

**Appointment of Internal Auditor for 2023/24**

For consistency, it was decided to retain the continued services for another year. A comparison of other options should be investigated for future years to ensure due diligence.

**Resolved: to appoint April Skies Accountancy, with approval of their terms of engagement, as the Internal Audit Service for the financial year 2023/24**

**Proposed: Cllr Marsh**

**Seconded: Cllr Pavey**

**All in favour**

- FPR086/23 Reserves Policy**  
A discussion was held on the policy and if a clear threshold was required. An additional statement was agreed.  
**ACTION: To update the policy and bring back to the next meeting. ACTION: Finance Manager**
- FPR087/23 Updated Asset Register**  
The Finance Manager presented the updates and results thereof. The figure will have to be reinstated at the next AGAR as advised by the Internal Auditor which the Finance Manager was prepared for.  
**Resolved: to approve the updated Asset Register and present at Parish Council for information**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour** **ACTION: Executive Officer**
- FPR088/23 Commercial Motor Insurance Policy**  
The renewal was noted. Further comparison quotes were noted ahead of next year's renewal date. An audit of vehicles was suggested to review fleet requirements.  
**Resolved: to approve the insurance policy renewal and present at Parish Council for ratification**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Nicholson**  
**All in favour** **ACTION: Executive Officer**
- FPR089/23 Parish Council Budget Setting 2024/25**  
The inflation rate was discussed and confirmed as to be applied within the contingency. The three-year planning aided Forward Planning and items sometimes budgeted over two years i.e. grounds maintenance. Copies of the financial guidance document from JPAG would be circulated for information.  
**Resolved: to approve the proposed schedule for budget setting with no inflation planned (as included within contingency) and to appoint Cllr Iro and Cllr Jones, with the Finance Manager and Clerk to the Committee, as the working group for the Committee.**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Marsh**  
**All in favour**  
**ACTION: Circulate JPAG document to Committee for information ACTION: Finance Manager**  
**ACTION: To set meeting** **ACTION: Finance Manager / Executive Officer**
- FPR090/23 Requests for future agenda items**  
Reserves Policy – update  
Draft Budget
- FPR091/23 Date of next meeting – Tuesday 3<sup>rd</sup> October 2023**  
Noted.
- FPR092/23 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.**
- FPR093/23 Debtors List**  
Noted. The Finance Manager was aware of issues arising and dealing with matters accordingly.
- FPR094/23 Annual Hedging Works – Recommendation from the Halls and Grounds Committee**  
**Resolved: to recommend to Parish Council the appointment of Nick Menjou Agricultural Services for the 2023 annual hedging cutting work at a price of £3,600.00 excluding VAT.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Pavey**

All in favour

**ACTION: Executive Officer**

**FPR095/23**

**Community Asset - Update**

The Executive Officer provided an update to this project.

**Resolved: to flag key health and safety issues required to the vendor as highlighted in the survey and request these works are carried out as soon as possible**

**Proposed: Cllr Stallard**

**Seconded: Cllr Nicholson**

All in favour

Flag survey H&S concerns to vendor

Speak to solicitor about survey and H&S remedial works due

Check tenancy agreement with current tenant

**ACTION: Executive Officer**

**FPR096/23**

**Cricket Club Lease**

**Resolved: to recommend to Full Council an extension of a further thirty years to the 1998 lease of Albany Road Cricket Ground to Bishop's Waltham Cricket Club, as of April 2024, with a renewed lease written in the style of modern standard English, with minor amends, as to be further discussed with the Cricket Club and working group and brought back to Committee.**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

All in favour

**ACTION: Executive Officer**

**FPR097/23**

**Bishop's Meadow Open Space Land Transfer – Update**

The Executive Officer provided an update to this project which was noted by the Committee.

**FPR098/23**

**Staffing Matters**

**Resolved: to approve the updated the job description of the West Hoe Cemetery Management Committee Clerk.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

All in favour.

**ACTION: Executive Officer**

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