



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 3rd October 2023 at 7pm.

Present:

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

In attendance:

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

Members of the public: 0

FPR099/23 To receive and accept apologies for non-attendance.
All present.

FPR100/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None relating to the business of the meeting.

FPR101/23 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.

FPR102/23 Public Session
No members of the public were present.
The Finance Manager informed the Committee that the Annual Governance and Accountability Return had been completed and returned by the External Auditor with only one minor matter noted. The External Auditor's report would be presented at Parish Council on 10.10.23.

FPR103/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th September 2023
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th September 2023
Proposed: Cllr Marsh
Seconded: Cllr Jones.
All in favour.

FPR104/23 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th September 2023
Updates were provided by the Executive Officer.
A meeting to discuss Ethical Banking options had been set for 4.10.23.
Likewise the Land Disposal Policy working group would meet on 4.10.23.
The bond had been received for the Fireworks event on Hoe Road Recreation Ground – action to be marked as complete.

FPR105/23 Report from Finance Manager
Noted.

FPR106/23 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 5

Resolved: to note the review of the Bank Account Reconciliations Month 5 by the Chairman.

Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

iii) Parish Council Balance Sheet

A query was raised on the difference between the totals for last month and this.

ACTION: Clarify spend between months

ACTION: Finance Manager

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Marsh
Seconded: Cllr Iro
All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour

It was suggested that spend on some large projects should include a percentage 'holdback' in case of defects within the warranty period.

v) Ear Marked Reserves

Position noted.

FPR107/23

Capital Control Report

Noted.

It was suggested that the column 'month budgeted' could either have a month or a blank rather than a question mark.

FPR108/23

Reserves Policy

Resolved: To adopt the updated reserves policy as tabled

Proposed: Cllr Iro
Seconded: Cllr Jones
All in favour

FPR109/23

St Peter's Parochial Church Council Annual Request for Funding

A discussion followed on this matter with due diligence concerned over possible agreements of work required, quotations for work and invoicing.

Resolved: To appoint Cllr Iro and Cllr Jones to meet with the Church Council representatives to discuss opportunities and a potential process of sharing costs for churchyard grass cutting maintenance.

Proposed: Cllr Pavey
Seconded: Cllr Iro
All in favour.

ACTION: Executive Officer/ Cllr Iro/Cllr Jones

FPR110/23

Requests for future agenda items

Frugality agenda item (Cllr Iro, Cllr Jones)

Ethical Banking Options (Cllr Pavey, Finance Manager)

Staff Training – Further Qualification Opportunity

FPR111/23

Date of next meeting – Tuesday 7th November 2023

Noted.

- FPR112/23 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.
- FPR113/23 Debtors List**
Noted. The Finance Manager was pursuing one debtor and a letter would now have to be sent outlining a notice period before further debt recovery action taken. It was considered that the company may need to pay in advance in future as this issue seemed to be recurring.
ACTION: Letter to be sent to debtor **ACTION: Finance Manager**
- FPR114/23 Water Testing Contract Annual Renewal – Recommendation from the Halls and Grounds Committee**
It was noted that the Halls Manager was due to seek further quotations for such service to ensure a comparison for next year's contract.
Resolved: To ratify the acceptance of the renewal quotation for the Council's water monitoring contract with Aquadifion Limited at a cost of £3,265.98 + VAT.
Proposed: Cllr Nicholson
Seconded: Cllr Iro
All in favour
- FPR115/23 Community Asset – Update**
The Executive Officer highlighted the paper tabled.
Discussion followed on the increase in solicitor's fees and the consideration of a fixed price fee for future projects. The overage deed was considered. Cllr Nicholson and Cllr Pavey were appointed to speak to the solicitor the next day, with the Executive Officer, to provide further instruction and agree points to progress.
Resolved:
i) **To agree to the increase in solicitor fees to £4,000.00 plus VAT and disbursements and present to Parish Council for approval.**
ii) **To appoint Cllr Nicholson and Cllr Pavey to further discussions with the solicitor**
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION: Executive Officer/ Cllr Nicholson/Cllr Pavey**
- FPR116/23 Cricket Club Lease**
A recent meeting to progress the lease updates was noted.
- FPR117/23 Staffing Matters**
i) **Priory Park Clubhouse Cleaning**
Resolved: To approve the Halls and Grounds Committee recommendation for additional contracted cleaning support at Priory Park Clubhouse on a trial basis.
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour.
ACTION: To organise additional cleaning support for PP Clubhouse on a trial basis
ACTION: To investigate usage of mats for the club activities **ACTION: Halls Manager**
- ii) **Staffing Review Quotation**
Resolved: to approve HALC to undertake a review of the current staffing structure at a cost of £3,000 + VAT, plus £270 per day if additional support required
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour. **ACTION: Exec Officer**
- iii) **Staff Training Courses**
Noted. Clerk to provide information on further qualification opportunity.

There being no further business the meeting ended at 8:16pm.