



**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 7<sup>th</sup> November 2023 at 7pm.**

**Present:**

Cllr Iro                      Chairman  
Cllr Jones                Vice Chairman  
Cllr Marsh  
Cllr Nicholson  
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

**FPR118/23**

**To receive and accept apologies for non-attendance.**

Cllr Pavey – indisposed

**Resolved: To accept apologies for non-attendance**

**Proposed: Cllr Marsh**

**Seconded: Cllr Nicholson**

**All in favour.**

**FPR119/23**

**To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None relating to the business of the meeting.

**FPR120/23**

**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.

**FPR121/23**

**Public Session**

No members of the public were present.

**FPR122/23**

**To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3<sup>rd</sup> October 2023**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3<sup>rd</sup> October 2023**

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

**All in favour.**

**FPR123/23**

**Actions arising from the meeting of the Finance, Policy and Resources Committee – 3<sup>rd</sup> October 2023**

Updates were provided by the Executive Officer. Agenda items on Policies would follow in a future committee meeting.

**FPR124/23**

**Report from Finance Manager**

Points noted:-

Budget meetings held with projected increase forecast. This would be justified to the electorate.

Savings Interest and VAT Return noted favourably.

Internal Auditor visit completed 7.11.23.

**FPR125/23**

**Finance matters:**

**i) Payments Schedule**

**Resolved: to approve the payments tabled to a value of £86,921.18**

**Proposed: Cllr Williams**

**Seconded: Cllr Stallard**

**All in favour**

**ii) Bank Account Reconciliation Month 6**

**Resolved: to note the review of the Bank Account Reconciliations Month 6 by the Chairman.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Jones**

**All in favour**

**iii) Parish Council Balance Sheet**

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

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**iv) Income and Expenditure Forecast**

**Resolved: to note the Income and Expenditure Forecast**

**Proposed: Cllr Jones**

**Seconded: Cllr Williams**

**All in favour**

**v) Ear Marked Reserves**

Position noted.

The Finance Manager noted that the Internal Auditor had advised on streamlining reports presented to Committee to show only key reports. An additional report had been recommended to aid with such which the Finance Manager would be investigating for future adoption.

**FPR126/23**

**Capital Control Report**

Noted.

The tenders for solar panels were in the process of being gathered.

**FPR127/23**

**Parish Council Financial Resilience**

Cllr Iro presented the paper which focuses on financial control, focused spend and opportunities for growth. Cllr Nicholson confirmed that the upgrade to Priory Park Clubhouse was being progressed in the initial stages by the Halls and Grounds Committee. It was considered that many City and County Council responsibilities would be devolved to Parish Council in the coming years and so preparation for this was required.

**FPR128/23**

**CIL Funding & Ear Marked Reserves Review – Prioritisation of Projects**

The paper from the Finance Manager was noted but some updates now needed to be taken into further consideration. The Internal Auditor had provided professional advice on protecting reserves and the use of a bank loan when necessary. Careful control of CIL Funding was acknowledged. It was noted that HCC would not be readopting local bus shelters so opportunity for advertising within such could be further investigated. Quotations for the new tractor and mower were being gathered and included options for leasing. Funding allocated to projects not progressing (Bridleway) and underspend on projects (skate park) allowed movement of funding between project budgets. The Council Funding working group had met on 30-10-23 and meeting notes would be brought to the next meeting.

**ACTION: To investigate option of a bank loan to facilitate the purchase of the community asset and report back to Committee**

**ACTION: Finance Manager**

**ACTION: To investigate advertising on bus shelters**

**ACTION: P&H Committee**

**FPR129/23**

**Draft FP&R Budget Setting 2024-25**

It was noted that all telecoms were now contained under one budget line, all salaries, staff hire and staff related spend were listed under this committee and all dog bin servicing brought under one code as a central service.

**Resolved: To approve the draft budget tabled**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**FPR130/23**

**Budget and Precept Funding Request – West Hoe Cemetery Management Committee**

**Resolved: To approve the £5,000 budget request from West Hoe Cemetery Management Committee and note the committee's budget proposals for 2024/25.**

**Proposed: Cllr Iro**

**Seconded: Cllr Jones**

**All in favour**

**FPR131/23**

**Re-investment of Funds**

**Resolved: To approve the reinvestment of £412,265.52 with Arbutnot Latham for 3 months at 4.8%**

**Proposed: Cllr Williams**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Finance Manager**

**FPR132/23**

**Bank Mandate Arrangements**

**Resolved: To approve the bank mandate arrangements as tabled.**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**All in favour**

**FPR133/23**

**Council Changing Banking Arrangements**

**Resolved: To approve the appointment of Unity Trust Bank to provide Bishop's Waltham Parish Council banking services, to transfer all funds accordingly and close Barclays Bank accounts.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour**

**ACTION: Finance Manager**

**FPR134/23**

**Council Insurance 2023-24**

**Resolved: To approve the Asset Register updates and reconciliation**

**To recommend to Full Council the Zurich Council insurance policy renewal documents**

**To recommend to Full Council the payment of £8,289.76 for the 2023/24 annual premium.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Executive Officer/Finance Manager**

**FPR135/23**

**St Peter's Parochial Church Council Annual Request for Funding – Meeting Notes**

Cllr Jones presented the paper. The timing of the funding was considered and noted to be from April 2024 when the start of the services would be required. Invoices from the contractor would be required.

**Resolved: To provide funding to the amount of £4,000.00 to St Peter's Parochial Church from the committee budget from 1<sup>st</sup> April 2024 for grass cutting maintenance of the churchyard for community benefit.**

**Proposed: Cllr Jones**

**Seconded: Cllr Iro**

**All in favour**

**ACTION: Letter to be written to St Peter's Parochial Church Council**

**ACTION: Exec Officer**

**FPR136/23 Recommendations from the Community & Environment Committee – Grant Awards**

**Resolved: i) To recommend the grants awarded as below**

<b>GROUP</b>	<b>PROJECT</b>	<b>AWARD</b>	<b>DEPARTMENT</b>
Bishop's Waltham Fishing Club	Second phase of increasing paths and swims to alleviate flooding in the winter months	<b>£600</b> (Applied for £800)	Local Government Act 1976 s.19
Bishop's Waltham Youth Trust	Replacement pool table (£700) running costs (£1,300)	<b>£700</b> (Applied for £2,000)	Local Government Act 1976 s.19
Friends of Bishop's Waltham Junior School	Contribution towards the new play trail	<b>£600</b> (Applied for £2,000)	Local Government Act 1976 s.19
Victim Support	Purchase of security items such as door alarms, personal alarms and window alarms	<b>£100</b> (Applied for £100)	Local Government and Rating Act 3.31
<b>Total of funds recommended</b>		<b>£2,000</b>	

**ii) To recommend that the following applications not be granted:**

<b>GROUP</b>	<b>PROJECT</b>	<b>Notes</b>
Bishop's Waltham In Bloom	Van costs (£1,500), Watering (£2,000)	Funds awarded earlier in 2023
Citizens Advice Winchester District	Winchester District outreach (£3,000)	Grant application limit exceeded
Roynon Creatives CIC	New Instruments and ICT to update and fit our school and community teaching. (£3,000)	Grant application limit exceeded

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

**ACTION: To refer to Parish Council 14.11.23**

**ACTION: Executive Officer**

**ACTION: To consider consideration of applications once or twice per year ACTION: CEC**

**FPR137/23 Requests for future agenda items**

Budget papers  
Policies update

**FPR138/23 Date of next meeting – Tuesday 5<sup>th</sup> December 2023**

Noted.

**FPR139/23 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.**

**FPR140/23 Debtors List**

Noted.

**FPR141/23 Health and Safety Policy – Quotation Acceptance**

The two-stage quotation was approved as a necessary requirement.

The cover for the CSO would be included.  
Future spend on professional services for policy updates to be budgeted for.  
The services of the annual contract with the named company noted as active and useful.

**Resolved: To approve the two-stage quotation spend:-**

- i) £600 Health and Safety Policy update by Solent Safety Services Limited**
- ii) £660 Risk Assessment update by Solent Safety Services Limited**

**Proposed: Cllr Marsh**

**Seconded: Cllr Nicholson**

**All in favour**

**ACTION: Executive Officer**

**FPR142/23**

**Staffing Matters**

- i) Staffing Sub-Committee Meeting 23-10-23**

Meeting minutes of 23-10-23 noted. Cllr Nicholson added that he had further information on apprenticeship schemes, as did Cllr Jones, so this would be pooled for future consideration.

- ii) Staff Remuneration 2024-25**

**Resolved: To approve the budgeted staff remuneration figures as tabled.**

**Proposed: Cllr Iro**

**Seconded: Cllr Nicholson**

**All in favour.**

**ACTION: Finance Manager**

- iii) Training Qualification – Quotation**

The benefits of the qualification noted and provision of continued professional development for staff. Standard note on qualification obtained and staff retention for two years thereafter.

**Resolved: To approve the quotation of £6,500.00 (£3,250.00 per year) for the Community Governance training qualification and support the staff member to undertake such.**

**Proposed: Cllr Williams**

**Seconded: Cllr Jones**

**All in favour.**

**FPR143/23**

**Facilities Review – Update**

The Executive Officer highlighted the paper tabled.

**Resolved: In regard to Well House**

- i) To note the acceptance of the formal notice from the tenant of Well House by the Council Chairman**
- ii) To inform the estate agent to operate a change of sale for the property (with revised sales figure as appropriate)**
- iii) To investigate and consider other options for the property if a sale at full market value not realised**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: ii) Executive Officer iii) Cllr Jones & Cllr Williams**

**Resolved: In regard to St John Ambulance Hall**

- i) To note progress by working group**
- ii) To authorise the Finance Manager permission to transfer monies with delegated authority of the FP&R Committee as working group members**

**Proposed: Cllr Jones**

**Seconded: Cllr Williams**

**All in favour.**

**FPR144/23**

**Recommendation from Halls and Grounds Committee**

- i) Oak Road Tree Works – Quotation**

**Resolved: To approve the appointment of MC Tree Care to undertake a reduction in the laurel hedge at Oak Road at a cost of £1,700 excluding VAT.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Admin Officer**

**ii) Southern Shared Pathway – Quotations for Section 3**

**Resolved: To recommend to Full Council the appointment of BQS Management Limited for two stages of the Southern Shared Pathway Project – Phase 3 Section 1 - £17,567.60 + VAT, Phase 3 Section 2 - £13,057.00 + VAT**

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Executive Officer**

**iii) Montague Road – Land Purchase Request**

Noted.

Land Disposal Policy drafted and due at future committee meeting for consideration.

**FPR145/23**

**Correspondence – Men’s Shed – Request for Use of Parish Council Land**

Cllr Marsh presented the request in support of this group who provided an important service to the community. The committee noted the current usage of space and the opportunity to move this facility to other local open space or retain a smaller section at the same location. This usage of land would be further discussed at Full Council and the Halls and Grounds Committee.

**Resolved: To recommend to Full Council to agree in principle to the requested use of Parish Council land at Albany Road with associated lease to be agreed.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Executive Officer**

There being no further business the meeting ended at 9:06pm.