



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 9th January 2024 at 7pm.

Present:

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|----------------|-----------------|
| Cllr Jelf | Co-opted Member |
| 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 |
| Mrs C Wilkinson | Administration Officer |

Members of the public: 0

- FPR169/23** **To receive and accept apologies for non-attendance.**
Cllr Iro (Chairman) – family commitments.
Under Standing Order 4dv Cllr Jelf had volunteered to be a substitute for the committee on this occasion.
Resolved: To accept apologies for non-attendance and co-opt Cllr Jelf as a substitute member of Committee for the evening.
Proposed: Cllr Williams
Seconded: Cllr Pavey
All in favour
- FPR170/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- FPR171/23** **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.
- FPR172/23** **Public Session**
No members of the public were present.
The Admin Officer stated that, following the necessary tender procedure, the Halls and Grounds Committee recommendation of a provider for the Jubilee Hall Solar Panels would be presented at the Full Council meeting on 16.1.24.
- FPR173/23** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th December 2023**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th December 2023
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour who were present at the meeting of 5th December 2023
- FPR174/23** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th December 2023**
Updates were provided by the Executive Officer.

Staffing Review in progress.

Advertising on bus shelters dependent on bus shelter audit by Parish Lengthsman.

Health and safety policies updates received from consultant and due as future agenda item.

Car park machine actions were noted as still under consideration with the Halls and Grounds Committee. The Finance Manager explained that a check and challenge was in progress with the Valuation Office. The Admin Officer would provide further updates in due course.

FPR175/23 Report from Finance Manager

Noted.

FPR176/23 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a value of £105,731.34.

Proposed: Cllr Williams

Seconded: Cllr Stallard

All in favour

ii) Bank Account Reconciliation Month 8

Resolved: to note the review of the Bank Account Reconciliations Month 8 by the Chairman.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Nicholson

Seconded: Cllr Jelf

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

The Finance Manager reminded the committee that she would be asking each committee to review their budget as per the Quarterly Review plan.

v) Ear Marked Reserves

Position noted. It was considered that ear marked reserves for the Montague Road play area site would be spent on the last remaining items required such as surfacing under the additional gate.

FPR177/23 Capital Control Report

Noted.

FPR178/23 Grant Opportunities

Noted.

FPR179/23 Land Disposal Policy – Draft

The wording on the draft was duly deliberated.

Resolved: To approve and adopt the tabled Land Disposal and Acquisition Policy, with minor spelling amends and a review date as necessary recorded.

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

FPR180/23 Requests for future agenda items

Quarterly Budget Review

Forward Plan 2024-2028 – Budgeting Implications

FPR181/23 Date of next meeting – Tuesday 6th February 2024

Noted.

Apologies in advance noted for Cllr Williams who has a work commitment. In response to this notice of apologies for non-attendance, Cllr Jelf volunteered as a substitute committee member, which was accepted by committee.

FPR182/23 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.

FPR183/23 Debtors List

Noted.

FPR184/23 Recommendations from Halls And Grounds Committee

- i) Additional Project Spend on the Southern Shared Pathway – for ratification**
- ii) Grant Application for Rural England Prosperity Fund – for ratification**
- iii) Estate Shed Shutter Door Quotations – for consideration**
- iv) Dynamos Tournament Draft Licence Document and Fee – for consideration**

i) Additional Project Spend on the Southern Shared Pathway – for ratification

Resolved: To approve the additional payment of £1,500.00 to BQS Management Services Ltd for an additional layer of Type 3 base material for the lower section of the Southern Shared Pathway at Priory Park to reduce the risk of sinkage.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

ii) Grant Application for Rural England Prosperity Fund – for ratification

The Admin Officer provided information for the change of focus for the funding application and that the amount requested was £49,000, not £50,000 as previously anticipated.

Resolved: To note the paper tabled by the Admin Officer in regard to this funding and ratify the submission of the grant application to the Rural England Prosperity Fund for £49,000 for the Council's Priory Park Overflow Car Park extension project.

Proposed: Cllr Stallard

Seconded: Cllr Nicholson

All in favour

iii) Estate Shed Shutter Door Quotations – for consideration

It was noted that associated electrical works would be required. The Admin Officer and Halls and Grounds Committee Chairman explained that this was in hand and would be an operational decision and costing to be allocated to the relevant budget code. A new consumer unit had been recommended which would enable greater capability at the site and future proof the service required.

Resolved: To appoint Waltham Shutter Door Services to supply and install a new Estate Shed shutter door at a cost of £2,290 excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

iv) Dynamos Tournament Draft Licence Document and Fee – for consideration

The fee and licence agreement were duly considered. A goodwill gesture was noted as included to reduce the grounds staff resource cost on a bank holiday. *The draft fee was in place as the hire rates for 2024-25 were currently under discussion by the Halls and Grounds Committee.*

Resolved: To approve the tabled draft fee (£438.38 inc VAT) and licence agreement for the Dynamos Football Tournament taking place on Sunday 26th and Monday 27th May 2024 at Priory Park.

Proposed: Cllr Stallard

Seconded: Cllr Williams

All in favour

FPR185/23

Parish Lengthsman's Vehicle

The Chairman and Executive Officer gave an update on the sale process currently in action. The higher value was anticipated for the sale. The Finance Manager would provide a sales invoice for Chase Vans when the price had been confirmed (estimated to be in the region of £1,000).

Resolved: To approve the sale of the Parish Lengthsman's Vehicle to Chase Vans at a price to be confirmed by delegated authority to the Finance, Policy and Resources Committee Chairman and Executive Officer.

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour.

ACTION: Cllr Jones / Exec Officer/ Finance Manager

FPR186/23

Update to Cricket Club lease

The Executive Officer explained that the quotation was in line with other providers and that this particular company were approved by HALC.

Resolved: To approve the quotation of £1,500 + VAT for services by Weller Hedley to legally update the lease with Bishop's Waltham Cricket Club.

FPR187/23

Facilities Review – Update

A list of remedial works for Well House was identified and scheduled for action. The for-sale signage was in place.

The purchase of St John Ambulance was in the hands of the solicitors and appropriate chases had been made by the Executive Officer.

FPR188/23

Staffing Matters

The summary points from the Staffing Sub-Committee meeting of 2.1.24 were noted.

The Staffing Review was currently in progress and a schedule of actions outlined by HALC.

Resolved:

i) To approve the extension of the Projects Manager role from Sept 2024 - Sept 2026.

ii) To discuss and confirm the arrangements for the extension to the role with the Projects Manager

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

ACTION: Exec Officer/ Staffing Sub Committee

There being no further business the meeting ended at 8.06pm.