



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 6th February 2024 at 7pm.

Present:

Cllr Iro	Chairman
Cllr Jelf	Co-opted Member
Cllr Jones	Vice Chairman
Cllr Marsh	
Cllr Nicholson	
Cllr Pavey	
Cllr Stallard	

In attendance:

Mrs H Fisher	Finance Manager
Mrs C Wilkinson	Administration Officer

Members of the public: 1

- FPR189/23** **To receive and accept apologies for non-attendance.**
Cllr Williams – work 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 Marsh
Seconded: Cllr Jones
All in favour
- FPR190/23** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None relating to the business of the meeting.
- FPR191/23** **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.
- FPR192/23** **Public Session**
One member of the public was present but only wished to observe proceedings.
- FPR193/23** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 9th January 2024**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 9th January 2024
Proposed: Cllr Marsh
Seconded: Cllr Jones
All in favour who were present at the meeting of 9th January 2024
- FPR194/23** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 9th January 2024**
It was stated that the car park machines were more reliable recently and the action was now complete and passed to the Halls and Grounds Committee for further monitoring. A 'check and challenge' was in progress – submitted in June 2023, chased in November 2023 – to see whether business rates can be reduced. It should be noted that cases can take up to 18 months to complete.
Letter to St Peter's Church noted as operational action to be completed.

- FPR195/23** **Report from Finance Manager**
Noted.
The Vice Chairman had raised a query on the Public Works Loan Board process and the Finance Manager explained with a clear reply.
- FPR196/23** **Finance matters:**
i) **Payments Schedule**
Resolved: to approve the payments tabled to a value of £94,725.28.
Proposed: Cllr Iro
Seconded: Cllr Nicholson
All in favour
- ii) **Bank Account Reconciliation Month 9**
Resolved: to note the review of the Bank Account Reconciliations Month 9 by the Chairman.
Proposed: Cllr Marsh
Seconded: Cllr Iro
All in favour
- iii) **Parish Council Balance Sheet**
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Jones
Seconded: Cllr Iro
All in favour
- iv) **Income and Expenditure Forecast**
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour
- v) **Ear Marked Reserves**
Noted.
- FPR197/23** **Capital Control Report**
Noted.
- FPR198/23** **Reinvestment of Funds**
Resolved: To approve the reinvestment of £417,361.80 with Arbutnot Latham for 3 months at 4.8%
Proposed: Cllr Pavey
Seconded: Cllr Jones
All in favour **ACTION: Finance Manager**
- FPR199/23** **Barclays to Unity Bank Switch**
Resolved: To ratify the approval of the transfer of the balance of the two Barclays saving accounts to the two Unity Trust savings accounts.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour **ACTION: Finance Manager**
- FPR200/23** **Quarterly Budget Review**
Resolved: To acknowledge receipt of the Quarterly Budget Review as tabled
Proposed: Cllr Jelf
Seconded: Cllr Pavey
All in favour

- FPR201/23** **Halls and Grounds Hire Rates (Product Fee Increases) 2024/5**
Resolved: To approve the Halls and Grounds Hire Rates for 2024/25 as tabled.
Proposed: Cllr Nicholson
Seconded: Cllr Jelf
All in favour **ACTION:** Finance Manager
- FPR202/23** **'Go Greener Faster' Grant Application**
Resolved: To ratify the Halls and Ground's resolution to submit an application to the 'Go Greener Faster' grant scheme for the installation of electrical vehicle charging infrastructure at both the Jubilee Hall site and Hoe Road Recreation Ground. To additionally include, if possible, the installation of an external plug at Hoe Road Recreation Ground.
Proposed: Cllr Stallard
Seconded: Cllr Pavey
All in favour
- FPR203/23** **Requests for future agenda items**
Financial Regulations, Financial Risk Assessment and Standing Orders review
Internal Auditor Report (from visit of 19.2.24) if available
CIL Applications and Allocations – review and planning ahead
Councillors' Allowances
Staffing Review Report
Appraisal Process for 2024
- FPR204/23** **Date of next meeting – Tuesday 5th March 2024**
Noted.
- FPR205/23** **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.
- The member of the public in attendance left the meeting at this point.
- FPR206/23** **Debtors List**
Noted.
- FPR207/23** **Facilities Review – Update**
The Committee received the updates as tabled.
St John Ambulance Hall
The Committee requested further, regular chases of solicitor to emphasise desire for closure of this purchase by the end of the month.
Well House
It was felt that further analysis on possible business options could be undertaken. Cllr Jones to continue this investigation.
Resolved: To obtain additional valuations for the Well House property (to include a commercial agent) and to report back with a business analysis.
Proposed: Cllr Jones
Seconded: Cllr Jelf
All in favour **ACTION:** Cllr Jones
- FPR208/23** **Recommendations from Halls And Grounds Committee**
i) Albany Road Play Area Tenders – for consideration
ii) Skatepark Contractor – Supplier and Project Cost – for ratification
iii) Draft Licence and Fee for FOBS Firework Event at Hoe Road Recreation Ground November 2024 – for consideration
iv) Request from Resident to Lease Land at Montague Road

i) Albany Road Play Area Tenders

Resolved: To further recommend the appointment of HAGS to provide the new play area to be located on the Parish Council's land at Albany Road at the price of £65,000.00 excluding VAT and refer to Full Council for approval

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

ii) Skatepark Contractor – Supplier and Project Cost

Resolved: To ratify the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park at the price of £163,145.00 excluding VAT.

Proposed: Cllr Jelf

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

iii) Draft Licence and Fee for FOBS Firework Event at Hoe Road Recreation Ground on 2nd November 2024

Resolved: To approve the draft licence and fee of £177 including VAT (with an additional administration fee and cleaning charge (as necessary) to be invoiced, for the hire by FOBS for a Firework Event at Hoe Road Recreation Ground on Saturday 2nd November 2024.

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

iv) Request from Resident to Lease Land at Montague Road

The Committee duly considered this request. The maintenance of hedges and complexity of the sloped site was noted. It was deliberated that other properties and pieces of land would be affected if one specific area was leased to one named resident. A valuation of the land was considered and any legal costs arising, if the land was to be sold, would pass to the purchaser. It was concluded that other local residents would need to be consulted about this matter to be transparent to all.

Resolved: To consult with local residents about the request received before deciding on next steps and to refer back to the Halls and Grounds Committee to evaluate results for consultation.

Proposed: Cllr Iro

Seconded: Cllr Jones

All in favour

ACTION: Halls and Grounds Committee

There being no further business the meeting ended at 8.44pm.