**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 Marsh

Cllr Nicholson

 Cllr Stallard

 Cllr Williams

**In attendance:**  Mrs H Fisher Finance Manager

 Mrs E McKenzie Executive Officer

**Members of the public:** 1

**FPR209/23 To receive and accept apologies for non-attendance.**

Cllr Jones (Vice Chairman) - indisposed

Cllr Pavey – family commitment

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

**Proposed: Cllr Williams**

**Seconded: Cllr Marsh**

**All in favour**

**FPR210/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

Cllr Nicholson – agenda item 19 (FPR227/23)

**FPR211/23 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.

**FPR212/23 Public Session**

 One member of the public was present but only wished to observe proceedings.

A visit to the Cricket Ground by the Council Chairman and Chairman of the Halls and Grounds Committee was mentioned and further discussions would follow as a future agenda item.

The next Southern Parishes meeting was highlighted where Cllr Humby was due to attend. Cllr Williams agreed to accompany Cllr Nicholson as appointed deputy to this group.

It was noted that the working group for the Accessibility Project had met HCC representatives on a site visit today and a report would follow at the meeting of the Full Parish Council next week.

**FPR213/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6th February 2024**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6th February 2024**

**Proposed: Cllr Marsh**

 **Seconded: Cllr Stallard**

 **All in favour who were present at the meeting of 6th February 2024**

**FPR214/23 Actions arising from the meeting of the Finance, Policy and Resources Committee–6th February 2024**

St John Ambulance Hall purchase still in progress.

**FPR215/23 Report from Finance Manager**

It was noted that the bank switch had been completed and any last interest to be transferred as a final action.

**FPR216/23** **Finance matters:**

1. **Payments Schedule**

Not available at time of meeting. Referred to Full Parish Council meeting 12.3.24 for approval.

**ACTION: Refer to Full Council for approval ACTION: Executive Officer**

1. **Bank Account Reconciliation Month 10**

The Bank Account Reconciliation was noted as now signed by both the Chairman and the Finance Manager.

**Resolved: to note the review of the Bank Account Reconciliations Month 10 by the Chairman.**

**Proposed: Cllr Marsh**

**Seconded: Cllr Williams**

**All in favour**

1. **Parish Council Balance Sheet**

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

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

**iv) Income and Expenditure Forecast**

Month 9 report tabled for information. The Month 10 report was not available at time of meeting. Referred to Full Parish Council meeting 12.3.24 for approval.

**ACTION: Refer to Full Council for approval ACTION: Executive Officer**

**v) Ear Marked Reserves**

Month 9 report tabled for information. Noted.

**FPR217/23 Capital Control Report**

Month 9 report tabled for information. Noted.

**FPR218/23 Internal Auditor Report**

The report was noted. Two recommendations noted. Firstly, to present the Direct Debit list to Council. Secondly, to regularly check HMRC for accurate inputs. The Finance Manager had progressed both these actions already. The Committee noted that the Internal Auditor had been approved for two years and a comparison in service would be required for the following year.

**Resolved: To agree that the Finance Manager should send a response following the referral of the report to Full Parish Council and approval thereof**

**Proposed: Cllr Stallard**

**Seconded: Cllr Williams**

**All in favour ACTION: Finance Manager**

**FPR219/23 Financial Regulations and Financial Risk Assessment**

It was noted that the Internal Auditor had alerted the Council to imminent changes to the Financial Regulations by NALC and therefore an internal review at this time was not necessary.

The updated Financial Risk Assessment was tabled and duly considered.

**Resolved:**

1. **To continue with the Financial Regulations currently in force and review as and when changes are recommended by NALC, or whenever else appropriate before March 2025.**
2. **To recommend the tabled updated Financial Risk Assessment and Action Plan for 2024/5 for approval at Full Council.**

**Proposed: Cllr Iro**

**Seconded: Cllr Stallard**

**All in favour ACTION: Executive Officer**

**FPR220/23 Standing Orders**

It was noted that Standing Orders would be reviewed by the Council Chairman and Executive Officer this month and councillors were invited to offer suggestions before the document was brought to Committee in April.

**FPR221/23 Requests for future agenda items**

 Direct Debit List

Cyber Security

Technical Support Account Update

**FPR222/23 Date of next meeting – Tuesday 2nd April 2024**

Noted.

**FPR223/23 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.*

**FPR224/23 Debtors’ List**

Not available at this time. The Finance Manager confirmed that the list is monitored regularly.

**FPR225/23 Facilities Review – Update**

The Committee received the updates as tabled and noted them.

 St John Ambulance Hall

The solicitor was confirming final details before documents ready for signing.

Well House

The Halls Manager was arranging the redecoration of the property.

 A second valuation had been undertaken with formal report to follow.

 The estate agent had recommended a price review.

**FPR226/23 Recommendations from Halls And Grounds Committee**

1. Jubilee Hall Diamond Suite Lease Fee – Proposal from H&G *- for approval*
2. Guide Hut Lease Request – Recommendation from H&G *– for approval*
3. Quotations for Hoe Road Track Lighting Work – Recommendation from H&G - *for approval*
4. Bishop’s Waltham Rotary’s Family Fun Day, June 2024 – Draft Licence and Fee *– for consideration*
5. Tractor Procurement Options – *for consideration*
6. Mower Procurement Options – *for consideration*
7. **Jubilee Hall Diamond Suite Lease Fee**

**Resolved: To approve the tabled schedule for the Diamond Suite lease fee increases and refer to Full Parish Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour ACTION: Executive Officer**

1. **Guide Hut Lease Request**

**Resolved: To approve the response to send to Bishop’s Waltham Guides that the Parsh Council are not minded at this time to permit sub-letting of the building within the organisation’s lease. However, ad hoc requests may be considered on a case-by-case basis.**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour ACTION: Administration Officer**

1. **Quotations for Hoe Road Track Lighting Work**

**Resolved: To appoint Bishop’s Waltham Electrical to undertake the repairs to the Hoe Road track lighting at a maximum cost of £1,532.94, excluding VAT.**

**Proposed: Cllr Williams**

**Seconded: Cllr Stallard**

**All in favour ACTION: Administration Officer**

1. **Bishop’s Waltham Rotary’s Family Fun Day, June 2024 – Draft Licence and Fee**

**Resolved: To approve the licence and fee of £937.00 (including VAT) for the usage of Hoe Road Recreation Ground for Bishop’s Waltham Rotary to hold a Family Fun Day event on Saturday 8th June 2024 and refer to Full Parish Council**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Stallard**

**All in favour ACTION: Administration Officer**

1. **Tractor Procurement Options**

The options were presented and duly deliberated. The leasing options did not appear to be favourable for agricultural vehicles versus outright purchase. However, due diligence on further quotations and leasing options was requested to be made by the Halls and Grounds Committee before a final supplier and price approved.

**Resolved:**

1. **To confirm the Iseki TG6687 Compact Tractor 67hp as the model to purchase**
2. **To obtain two further quotes for that model tractor**
3. **To obtain one further leasing option (to make 3 in total) for that model tractor**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour ACTION: Administration Officer/H&G Committee**

1. **Mower Procurement Options**

The mower discussion was similar to that of the associated tractor and the best suited model confirmed with additional quotations and leasing options to be gathered before the next meeting.

**Resolved:**

1. **To confirm the Trimax Stealth S3 Roller Mower as the model to purchase**
2. **To obtain two further quotes for that model mower**
3. **To obtain one further leasing option (to make 3 in total) for that model mower**

**Proposed: Cllr Jones**

**Seconded: Cllr Nicholson**

**All in favour ACTION: Administration Officer/H&G Committee**

*Cllr Nicholson left the meeting.*

**FPR227/23 Mowing Licence**

The mowing licence for Hoe Road Meadow was noted as expiring at the end of the month (March 2024). The opportunity to offer a new licence was considered and it was felt that this opportunity would need to be advertised in the interests of transparency.

**Resolved: To note the mowing licence expiry date of March 2024 and advertise the opportunity to mow the land with local publicity.**

**Proposed: Cllr Williams**

**Seconded: Cllr Iro**

**4 in favour, 2 abstentions ACTION: Executive Manager**

*Cllr Nicholson rejoined the meeting.*

**FPR228/23 Bishop’s Waltham Cricket Club Lease - Draft**

The working group agreed to meet on Tuesday 12th March at 6pm to progress the draft licence.

**ACTION: Cllrs Marsh, Nicholson and Stallard, with the Executive Officer**

**FPR229/23 Staffing Matters – Staffing Review Initial Update**

The Chairman and Staffing Sub-Committee informed the Committee that the report had been received and an initial meeting had been held to consider it. Further points would be brought to Committee as a future agenda item.

There being no further business the meeting ended at 9.00pm.