



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 5th March 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:

i) 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

ii) 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

iii) 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:

i) 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.

ii) 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

- i) Jubilee Hall Diamond Suite Lease Fee – Proposal from H&G - *for approval*
- ii) Guide Hut Lease Request – Recommendation from H&G – *for approval*
- iii) Quotations for Hoe Road Track Lighting Work – Recommendation from H&G - *for approval*
- iv) Bishop's Waltham Rotary's Family Fun Day, June 2024 – Draft Licence and Fee – *for consideration*
- v) Tractor Procurement Options – *for consideration*
- vi) Mower Procurement Options – *for consideration*

i) **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

ii) **Guide Hut Lease Request**
Resolved: To approve the response to send to Bishop's Waltham Guides that the Parish 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

iii) **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

iv) **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**

v) **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:

- i) **To confirm the Iseki TG6687 Compact Tractor 67hp as the model to purchase**
- ii) **To obtain two further quotes for that model tractor**
- iii) **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

vi) **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:

- i) **To confirm the Trimax Stealth S3 Roller Mower as the model to purchase**
- ii) **To obtain two further quotes for that model mower**
- iii) **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.