

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 2nd April 2024 at 7pm.

Present:	Cllr Jones	Vice Chairman & Acting Chairman
	Cllr Nicholson	
	Cllr Stallard	
	Cllr Webb	Co-opted Member
	Cllr Smith	Co-opted Member
	Cllr Williams	
	Cllr Wilson	Co-opted Member
In attendance:	Mrs H Fisher	Finance Manager
	Mrs E McKenzie	Executive Officer
Members of the public:	0	

Cllr Jones welcomed those present to the meeting and explained that, in light of the resignation of Cllr Iro from the Council and therefore the Chairmanship of the Finance, Policy and Resources Committee, he would be Acting Chairman for this meeting as required of his Vice Chairman position. He thanked the three non-committee members for attending the meeting and asked that their co-option to the committee be approved and minuted along with the apologies for non-attendance.

FPR230/23 To receive and accept apologies for non-attendance and approve the co-option to this committee meeting of Cllr Smith, Cllr Webb and Cllr Wilson.

Cllr Marsh – work commitment
Cllr Pavey – family commitment

Resolved: To accept apologies for non-attendance and approve co-option of Cllr Smith, Cllr Webb and Cllr Wilson to the committee meeting of 2.4.24

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour

FPR231/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR232/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR233/23 Public Session

No members of the public were present.

Cllr Jones mentioned his recent visit to the Men's Shed and the group's expansion needs. He would ask for further consideration of their request for land for a new building at a future meeting.

Cllr Smith raised the matter of the yellow zig zag lining around the Ridgemedede Estate needing clear time restrictions – this would be brought to the Planning and Highways Committee for consideration.

FPR234/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th March 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th March 2024

Proposed: Cllr Nicholson

Seconded: Cllr Stallard

All in favour who were present at the meeting of 5th March 2024.

Kate Jones 7/5/24
KTS

FPR235/23 **Actions arising from the meeting of the Finance, Policy and Resources Committee– 5th March 2024**
St John Ambulance Hall purchase close to completion with the paperwork now signed. Payment had been positioned ready for exchange.
Internal Auditor actions noted as complete.

FPR236/23 **Report from Finance Manager**
Noted.
It was explained, following Cllr Iro's resignation, that any banking instruction or payment approvals would be covered by the remaining three signatories until the new Council positions were appointed in June.
Issues arising with World Pay charges and Business Rates in the Jubilee Hall car park were noted. These matters would be referred to the Halls and Grounds Committee to consider and recommend any relevant further actions.

FPR237/23 **Finance matters:**
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £261,302.00
Proposed: Cllr Nicholson
Seconded: Cllr Smith
All in favour

ii) Bank Account Reconciliation Month 11
It was noted that the Barclays accounts were slowly but steadily being closed down.
Resolved: to note the review of the Bank Account Reconciliations Month 11 by the Chairman.
Proposed: Cllr Webb
Seconded: Cllr Williams
All in favour

iii) Parish Council Balance Sheet
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Williams
Seconded: Cllr Nicholson
All in favour

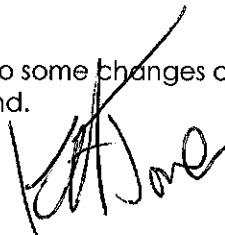
iv) Income and Expenditure Forecast
It was requested, for clarity, to update the title of the line to 'Monetary Net Assets'
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour

v) Ear Marked Reserves
Noted. The money reserved for the Bishops Waltham to Botley Bridleway was noted as covering the St John Ambulance Hall purchase at this time.
The outstanding money for the Southern Footpath due from WCC was noted. The Finance Manager was chasing this payment.

FPR238/23 **Capital Control Report**
Noted.

FPR239/23 **Annual Investment Report**
The report was favourably noted. A sound investment of interest was recorded and the Finance Manager was thanked for her proactive approach and monitoring of this money.

FPR240/23 **Asset Register Review**
The Finance Manager reminded Committee that, due to some changes on the register, a reinstatement value would need to be noted at Year End.

 7/5/24

The good work of the Finance Manager, Cllr Jelf and Cllr Stallard was recorded for this project and a summary report was due to recommend actions for 2024/5 in terms of pre-checks and a labelling system for assets.

Resolved: To approve the Asset Register as of 2.4.24

Proposed: Cllr Stallard

Seconded: Cllr Nicholson

All in favour.

ACTION: To submit summary report with recommended actions for 2024/5

ACTION: Cllr Jelf & Cllr Stallard

FPR241/23

Cyber Security

The Finance Manager brought this matter to the attention of Committee. Cllr Stallard explained the key requirement to define the risks and then recommend actions to cover/defend against such. This should be listed as part of the Financial Risk Assessment (and is currently in the Action Plan thereof for 2024/5).

ACTION: To draft an action plan to send to the Council's technical support team to ensure adequate cover is in place.

ACTION: Cllr Stallard

FPR242/23

Allotment Paper

The paper was presented by the Executive Officer and Finance Manager and an explanation provided regarding this matter.

Resolved: To ratify the process of payment to Beeline Fencing for Allotment Deer Fencing and invoicing Crest Nicholson for the agreed project costs and refer to Full Council for further ratification.

Proposed: Cllr Webb

Seconded: Cllr Smith

All in favour.

ACTION: Executive Officer

FPR243/23

Requests for future agenda items

Cyber Security

Car Park Ticket Machines

FPR244/23

Date of next meeting – Tuesday 7th May 2024

Noted.

FPR245/23

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.

FPR246/23

Debtors' List

The February debt was noted as now cleared.

The March notes were mostly paid and outstanding debt by Crest Nicholson, as per earlier agenda item, was being actively pursued.

FPR247/23

Facilities Review – Update

The Committee received the updates as tabled and noted them.

St John Ambulance Hall

The formal documents had been signed today by the Council Chairman, Chairman of Halls and Grounds Committee and the Executive Officer. The exchange was due later this week with monies in position for this too. It was noted that an action list would be drawn up to ensure new landlord responsibilities were adhered to. VAT advice was being sought by the Finance Manager.

Well House

Redecoration was well in hand and due for completion by the end of the week.

Remedial works required had been identified for consideration.

Cllr Jones presented his analysis of the building and recommended a listing for commercial sale at a lowered price be agreed.

The valuation of 2021 was noted against the estate agent valuation in 2023.

Correspondence received regarding a possible building as a 'Hot Desk Hub' was noted.

Handwritten signature: Cllr Jones 7/9/24

Resolved:

- i) To check the current estate agent contract to ascertain end of contract notice period.
- ii) To liaise with the estate agent regarding interest in the property and the consideration of a lower sale price, which the working group had delegated authority to confirm
- iii) To plan and action move to second estate agent if working group consider such necessary
- iv) To investigate property as an option for the WCC New Homes Team
- v) To keep in mind the 'Hot Desk Hub' idea going forward

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Cllr Jones / Cllr Williams / Exec Officer

FPR248/23

Land Transfers – Update, including Legal Fees Quotation

Resolved: To note the updates tabled and to agree the solicitor fees and conditions as tabled for the Albany Wood land transfer

Proposed: Cllr Williams

Seconded: Cllr Wilson

All in favour

FPR249/23

Recommendations from Halls And Grounds Committee

- i) Quotations for Upgrade of Haul Road at Priory Park to Provide Permanent Year-Round Pedestrian Access to Skatepark – for consideration
- ii) Quotations for Tree Work at Oak Road – *for approval*
- iii) Quotations for Tennis Courts Repainting – *for consideration*
- iv) Dynamos Licence Renewal – *for approval*
- v) Proposed Changes to Dynamos' Event Licence – *for approval*
- vi) Procurement of Tractor – *for consideration*
- vii) Bowls Club Licence Renewal – *for consideration*
- viii) Correspondence from Public Procurement Review Service regarding the Jubilee Hall Solar Panel Tender Process – *for information*

i) Quotations for Upgrade of Haul Road at Priory Park to Provide Permanent Year-Round Pedestrian Access to Skatepark

This project was noted as unbudgeted but funds were available from underspend in other projects (Tractor/Mower/Southern Footpath). There could also be funding found due to the path being an additional accessible route to council facilities. The quotations were not 'like for like' and were carefully deliberated.

Resolved:

- i) To appoint BQS as the contractor for the construction of a haul road at Priory Park at a cost of £17,060.00 excluding VAT, using funds identified as underspend from other projects listed, and refer to Full Council for approval.
- ii) To investigate and pursue other available funding streams for this project

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

ACTION: Executive Officer /Administration Officer

ii) Quotations for Tree Work at Oak Road

The works were highlighted for action at the last tree survey and budgeted funds in the new financial year were now available to spend on such.

Resolved: To appoint Titchfield Tree Services to undertake the identified tree works at Oak Road play area at a cost of £2,700.00 excluding VAT, using budgeted funds for such.

Proposed: Cllr Wilson

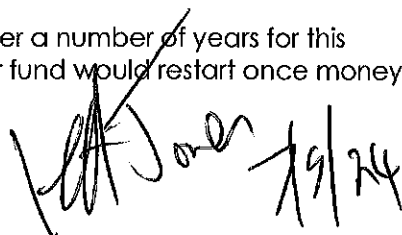
Seconded: Cllr Williams

All in favour

ACTION: Administration Officer

iii) Quotations for Tennis Courts Repainting

It was noted that ear marked reserves had been built up over a number of years for this maintenance work so was now available to spend. A similar fund would restart once money spent this year.



Resolved: To appoint The Chiltern Group to repaint the lines at the two Parish Council tennis courts at Hoe Road Recreation Ground using earmarked reserves.

Proposed: Cllr Wilson

Seconded: Cllr Webb

All in favour

ACTION: Administration Officer

iv) Dynamos Licence Renewal

The charges were noted as £10,183.50 per annum (including VAT) divided into nine instalments of £1,131.50 including VAT as per the Club's request.

Resolved: To approve the tabled draft three-year licence document for Dynamos Football Club use of Priory Park Football Pitches and facilities at the proposed fee of £10,183.50 (including VAT) for the 2024/2025 season

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Administration Officer

v) Proposed Changes to Dynamos' Event Licence

The event information was duly deliberated. It was felt that additional marshals would be required at the end of Elizabeth Way/Victoria Road to control traffic, and a leaflet drop to all residents required.

Resolved: To agree in principle to the proposed changes to the Dynamos Football Club Event Licence for 26th and 27th May 2024, and refer the matter of parking marshals and a leaflet drop back to the Halls and Grounds Committee.

Proposed: Cllr Smith

Seconded: Cllr Stallard

All in favour

ACTION: Administration Officer/H&G Committee

vi) Procurement of Tractor

Resolved: To note and authorise the process required to use Contracts Finder to purchase and/or lease the Iseki TG6687 Compact Tractor (67hp) as required by Financial Regulations

Proposed: Cllr Wilson

Seconded: Cllr Williams

All in favour

ACTION: Administration Officer/H&G Committee

A note was made that the purchase of a mower was also due, and Committee requested further information on the progress of this item.

ACTION: To check on progress of mower purchase ACTION: Executive Officer/Admin Officer

vii) Bowls Club Licence Renewal

Resolved: To approve the appointment of Cllr Pavey and Cllr Webb to the working group to meet with the Meon Valley Bowls Club to discuss the renewal of their licence.

Proposed: Cllr Stallard

Seconded: Cllr Williams

All in favour

ACTION: To monitor Bowls Club lease renewal

ACTION: Working Group

viii) Correspondence from Public Procurement Review Service regarding the Jubilee Hall Solar Panel Tender Process

Noted. The Executive Officer would circulate the full response provided and inform Full Council of this conformance with due process requirements.

ACTION: Circulate response and bring to Full Council 9.4.24

ACTION: Executive Officer

FPR250/23

Bishop's Waltham Cricket Club Lease

The working group were noted as meeting the Cricket Club representatives on 4.4.24 to further progress the draft lease document. Issues of the new draft lease being seemingly over complicated were explained.

Handwritten signature: Paul Jones 7/9/24

Resolved: To note the progress made with the draft lease and approve the solicitor's fee of £1,200.00 excluding VAT for the preparation and delivery of the lease between Bishop's Waltham Parish Council and Bishop's Waltham Cricket Club

Proposed: Cllr Stallard

Seconded: Cllr Smith

All in favour

ACTION: Executive Manager

FPR251/23 Land Investigation – Update from the Working Group

The meeting and actions of the working group were noted. Letters had been delivered to neighbours of the land and a visit to the Hampshire Records Office today had confirmed no owner registered. Concerns were raised over hazardous materials on the land that ought to be reported to Environmental Health.

ACTION: To report hazardous waste materials to Environmental Health ACTION: Exec Officer

The Executive Officer stated that the solicitor was available for further instructions, at a cost. Thanks were given to Cllr Smith for leading the project, along with Cllr Jones and Cllr Williams. The matter would be further discussed at Full Council 9.4.24.

The Finance Manager left the meeting.

FPR252/23 Staffing Matters

i) Temporary Part Time Caretake position

Resolved: To ratify the advertisement and position of a temporary part time caretaker

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

ii) Appraisals Policy and Process Spring 2024

It was agreed that the Chairman and Executive Officer should undertake appraisals this spring due to their training, skills, and available timing.

Resolved: To instruct the Chairman of Finance, Policy and Resources with the Executive Officer, to undertake staff appraisals for Spring 2024

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

ACTION: To set dates for appraisals and make staff aware of such

ACTION: Executive Officer/Cllr Jones

iii) Appointment of Additional Member/s to Staffing Sub-Committee

Resolved: To appoint Cllr Jones to the Staffing Sub-Committee

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

The Executive Officer left the room.

FPR253/23 Suspension of Standing Orders

Resolved: To suspend Standing Orders under 3x to extend the meeting longer than 2.5 hours

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

FPR252/23 (continued)

iv) Recommendations for action by Finance, Policy and Resources Committee

Following receipt of the draft Staffing Review report, it was agreed that a confidential extra ordinary meeting be held for Full Council. Payment was approved to HALC for their services in this project.

Resolved: To recommend to Full Council that a confidential extra ordinary meeting be held and to pay HALC £900 including VAT for their services in conducting and reporting a Staffing Review.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

W.A. Jones 7/9/24

The Executive Officer rejoined the room.

v) Review of Training

The review of staff training recently completed and currently being undertaken was noted. The duty of care in supporting continued professional development was made clear. The Committee recognised, and supported, that study days needed to be set to enable staff to focus on beneficial training.

vi) Additional Training Needs

The Staffing Sub-Committee would consider any recommendations arising following the forthcoming appraisals with staff.

There being no further business the meeting ended at 9.38pm.

Pat Jones 7/5/14