



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 7th May 2024 at 7pm.

Present:

Cllr Jones	Vice Chairman & Acting Chairman
Cllr Marsh	
Cllr Nicholson	
Cllr Pavey	
Cllr Stallard	
Cllr Smith	Co-opted Member
Cllr Williams	

In attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the public: 1

FPR253/23 To receive and accept apologies for non-attendance and approve the co-option to this committee meeting of Cllr Smith.
Resolved: To approve co-option of Cllr Smith to the committee meeting of 2.4.24
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour

FPR541/23 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
None.

FPR255/23 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.

FPR256/23 **Public Session**
One member of the public was present who was observing only.
Community Hedge Planting noted as successful on 6.5.24
Staff appraisals are ongoing by the Committee Chairman and Executive Officer.
New model financial regulations due to be published shortly.

FPR257/23 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th April 2024
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th April 2024
Proposed: Cllr Williams
Seconded: Cllr Nicholson
All in favour who were present at the meeting of 4th April 2024

FPR258/23 Actions arising from the meeting of the Finance, Policy and Resources Committee– 4th April 2024
Noted.

FPR259/23 **Report from Finance Manager**
Noted. The interest value was commented upon positively. Business rates for Well House discussed.

FPR260/23 **Finance matters:**
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £101,484.68


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Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour

ii) Bank Account Reconciliation Month 12

Resolved: to note the review of the Bank Account Reconciliations Month 12 by the Chairman.

Proposed: Cllr Nicholson
Seconded: Cllr Williams
All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Pavey
Seconded: Cllr Stallard
All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Stallard
Seconded: Cllr Smith
All in favour

v) Ear Marked Reserves

Noted.

FPR261/23

Capital Control Report

Noted.

FPR262/23

The Coronation Hall: Opt to Tax

A social gathering to rename the building was noted to have taken place on 3.5.24.
The matter of tax was duly deliberated.

Resolved: To not 'opt to tax' the Coronation Hall at this time and review the matter in April 2025.

Proposed: Cllr Marsh
Seconded: Cllr Smith
6 in favour, 1 abstention

FPR263/23

Reinvestment of Funds

Resolved: To approve the reinvestment of £422,356.42 with Arbutnot Latham for 3 months at 4.8%

Proposed: Cllr Stallard
Seconded: Cllr Marsh
All in favour.

The letter of approval was then duly signed by the Chairman and Executive Officer.

ACTION: To reinvest funds as tabled

ACTION: Finance Manager

FPR264/23

Direct Debit / Standing Orders 2024/25


Resolved: To approve the list of Direct Debits/Standing Orders for 2024/25

Proposed: Cllr Pavey
Seconded: Cllr Marsh
All in favour.

FPR265/23

Funding Receipts and Allocations 2018-2026

Noted.



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FPR266/23

Recommendations from the Community and Environment Committee – Grant Awards

The recommendations were duly considered and it was noted that the maximum any one group could apply for was £2,000.

GROUP	PROJECT	AWARD	DEPARTMENT
Bishop's Waltham Festival	Leaflet drops (£200) Purchase and printing of reusable cups (£400) Reduce ticket costs (£250)	£600 (Applied for £850)	Local Government Act 1972 s.145
Bishop's Waltham In Bloom	Van costs (£3,000), Watering (£1,500)	£1,250 (Applied for £4,500)	Local Government Act 1972 s.144
Bishop's Waltham Museum Trust	Device for taking donations as electronic payments	£395 (Applied for £395)	Local Government Act 1972 s.144
Folk Association of South Hants (FASH)	Contribution towards event for 220 children in the Meon Valley area. Project facilitator (£140) 3 Musicians (£270) School Liaison (£24.20)	£439.20 (Applied for £439.20)	Local Government Act 1972 s.145
Home Start Hampshire	Supporting local family	£1,300	Local Government Act 1972 s.137
Meon Valley Heartstart	Contribute to updating and making more instructional videos.	£750 (Applied for £2,000)	Local Government Act 1972 s.137
Bishop's Waltham Town Team	Communications drive for volunteers and opportunities (£260) Annual licence for volunteer database hosting (£240)	£500 (Applied for £500)	Local Government Act 1972 s.145
	Total of funds recommended	£5,234.20	

Resolved: To recommend to Parish Council the grant award payments as tabled

Proposed: Cllr Stallard

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

FPR267/23

Policies – Update

Resolved: To appoint a working group, of Cllr Jones, Cllr Stallard and the Executive Officer, to draft two new policies (Menopause and Flexible Working Hours) and consider any further new policies to be brought to Committee for consideration.

Proposed: Cllr Pavey

Seconded: Cllr Nicholson

All in favour

ACTION: Working group to meet to draft policies

ACTION: Working Group / Exec Officer

FPR268/23


Requests for future agenda items

- Draft Policies
- Land Sale Request
- Deed of Access
- Financial Regulations Update
- Staffing Matters

FPR269/23

Date of next meeting – Tuesday 4th June 2024

Noted.



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The member of the public left the meeting at this point.

FPR270/23 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.

FPR271/23 Debtors' List
The Finance Manager provided a favourable update on the list.

FPR272/23 Facilities Review – Update
The Committee received the updates as tabled and noted them.

St John Ambulance Hall

Thanks were given to the staff and working group involved in this purchase.
The ratification of final spend for the project would be taken to Parish Council on 14.5.24.

Well House

Discussions were held on the resolutions in progress so far. Further time was required to clarify true value of the property but confirmed as in the region of £250,000 - £275,000. This pricing would be reviewed at the next Committee meeting. The Estate Agency contract was noted to be as of a 28-day notice period. The sale of the property was confirmed as to balance the purchase cost of the St John Ambulance Hall purchase as a community asset. The long-term maintenance of Well House was also noted as an aging building. The costs of rates on the property were also discussed.

FPR273/23 Recommendations from Halls And Grounds Committee

- i) Quotations for Mower Purchase – for approval
- ii) Quotations for Drainage Work on Priory Park Football Pitches – *for approval*
- iii) Albany Road play Area Project Spend – Addition of Accessible and Standard Swing - *for approval*
- iv) Proposal for Retrospective Billing for Football Pitch Hirers – *for consideration*
- v) Proposal for Restructure of Jubilee Hall Car Park Season Tickets – *for information*

i) Quotations for Mower Purchase

Resolved: To recommend to Full Council the purchase of a Trimax Stealth S3 Roller Mower from D.J.Scott at a cost of £17,150.00 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

ii) Quotations for Drainage Work on Priory Park Football Pitches

Resolved: To recommend to Full Council the appointment of PJ and CM Froud Brothers to undertake the drainage maintenance work on the Priory Park Football Pitches at a cost of £8,950.00 excluding VAT.

Proposed: Cllr Williams

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer


iii) Albany Road Play Area Project Spend – Addition of Accessible and Standard Swing Set

Resolved: To ratify the appointment of HAGS as the supplier of an accessible and standard swing set as an additional project spend of £7,965.03, excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour



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iv) Proposal for Retrospective Billing for Football Pitch Hirers

Resolved: To approve the retrospective billing for the three named football teams for usage of Parish Council football pitch hire.

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

ACTION: Finance Manager

v) Proposed for Restructure of Jubilee Hall Car Park Season Tickets

Resolved: To recommend to Parish Council the restructure of the season ticket offering at the Jubilee Hall Car Park to compare more favourably with town centre car parks.

- i) a Premium Season Ticket, where the holder had a dedicated parking space (as is currently the case) at the reduced price of £370 per annum
- ii) a Standard Season Ticket that entitled the holder to park in any of the available (non-premium) car park spaces at a price of £250 per annum
- iii) an advertising campaign to highlight season ticket opportunity for residents/businesses
- iv) a review of the impact of these changes in 6 months' time

Proposed: Cllr Pavey

Seconded: Cllr Stallard

All in favour

ACTION: Executive Officer

It was also noted that information would need to be sent to current season ticket holders to clarify these changes.

FPR274/23

Land Investigation – Update from the Working Group

The resolutions from the Extra Ordinary Meeting of 30.4.24 were noted as approved recommendations from the working group.

Resolved: To note the resolutions from the Extra Ordinary Meeting of 30.4.24 as tabled and progress the project as agreed.

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

ACTION: Working Group and Executive Officer

FPR275/23

Staffing Matters

The Chairman provided an update on the current staffing matters arising. An Occupational Health Advisor on a day rate was recommended for the four members of staff identified for such.

It was noted that the Halls Manager had given his resignation from the post and the role would be discussed for replacement at Parish Council next week following consideration of such by the Staffing Sub-Committee on 10.5.24.

Resolved:


- i) To note the resolutions of the Extra Ordinary Meeting of 22.4.24 and the minutes of the Staffing Sub-Committee meeting 25.4.24
- ii) To note and approve the cost of the invoice for HALC services November 2023-March 2024 ?
- iii) To approve costs for Occupational Health Assessments

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

There being no further business the meeting ended at 9.05 pm.

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