



**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 4<sup>th</sup> June 2024 at 7pm.**


**Present:** Cllr Jones Vice Chairman & Acting Chairman  
Cllr Marsh  
Cllr Nicholson  
Cllr Pavey  
Cllr Stallard  
Cllr Williams  
Cllr Wilson

**In attendance:** Mrs H Fisher Finance Manager  
Mrs E McKenzie Executive Officer

**Members of the public:** 0

Cllr Jones, as Vice Chairman and Acting Chairman, welcomed councillors to the meeting. However, following a point of order raised by Cllr Wilson, and a reminder of the code of conduct issued to both, he stated he wanted to resign from the Committee and left the room at 7:05pm.

- FPR01/24 To elect a Chairman of the Committee**  
**Resolved: To elect Cllr Nicholson as Chairman of Committee for the evening**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Pavey**
- FPR02/24 To elect a Vice Chairman of the Committee**  
**Resolved: To elect Cllr Pavey as Vice Chairman of Committee for the evening**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Wilson**  
**All in favour**
- FPR03/24 To receive and accept apologies for non-attendance**  
All present.
- FPR04/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None.
- FPR05/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**  
None.
- FPR06/24 Public Session**  
No members of the public present.
- FPR07/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> May 2024**  
**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7<sup>th</sup> May 2024**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Pavey**  
**All in favour who were present at the meeting of 7<sup>th</sup> May 2024.**

  
2-7-24

**FPR08/24**      **Actions arising from the meeting of the Finance, Policy and Resources Committee– 7<sup>th</sup> May 2024**  
Noted.

**FPR09/24**      **Reappointment of Committee Working Group Members 2024/5**  
**Resolved:** To reappoint committee working group members 2024/25 as tabled, with the Meon Valley Bowls Club working group to be Cllr Pavey, Cllr Marsh and Cllr Webb.  
**Proposed:** Cllr Nicholson  
**Seconded:** Cllr Williams  
**All in favour.**

**FPR10/24**      **Report from Finance Manager**  
Noted.

**FPR11/24**      **Finance matters:**  
**i)        Payments Schedule**  
**Resolved:** to approve the payments tabled to a total amount of £59,103.51  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Stallard  
**All in favour**

**ii)       Bank Account Reconciliation Month 1**  
**Resolved:** to note the review of the Bank Account Reconciliations Month 1 by the Chairman.  
**Proposed:** Cllr Pavey  
**Seconded:** Cllr Marsh  
**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**  
**Resolved:** to note the Income and Expenditure Forecast  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Nicholson  
**All in favour**

**v) Ear Marked Reserves**  
Noted.

**ACTION:** Add CIL end dates to the report

**ACTION:** Finance Manager

**FPR12/24**      **Capital Control Report**  
Noted. The report was considered against Ear Marked Reserves projects.

**FPR13/24**      **Annual Governance and Accountability Return for Financial Year ending 31 March 2024**  
No significant issues noted. The Final Internal Auditor report had been received following the visit of 22<sup>nd</sup> May 2024. A recommendation regarding any possible cyber security risk was already being investigated by the Parish Council. The Finance Manager was progressing matters with Cllr Stallard advising and guiding alongside.

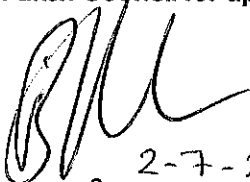
**ACTION:** Meeting to draft Risk Assessment for Committee **ACTION:** Finance Manager/Cllr Stallard

**Resolved:** To refer the AGAR to Full Parish Council for approval

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Stallard

**All in favour**

  
2 2-7-24

**ACTION:** Executive Officer

FPR14/24

**Banking Mandate**

**Resolved: To refer the Banking Mandates to Full Parish Council for approval**

**Proposed: Cllr Stallard**

**Seconded: Cllr Williams**

**All in favour.**

**ACTION: Executive Officer**

FPR15/24

**Financial Regulations**

The draft regulations were duly deliberated with recommendations from the Finance Manager.

**Resolved: To agree the first draft recommendations for the updates to Model Financial Regulations and further consider the revised draft at the next committee meeting**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Update Model Financial Regulations**

**ACTION: Finance Manager/Executive Officer**

**ACTION: Update operational flow chart diagram**

**ACTION: Finance Manager**

FPR16/24

**Policies – ACSO Complaints Procedure and Body Camera Procedure**

**Resolved:**

**i) To approve the ACSO Complaints Procedure**

**ii) To approve the Body Camera Procedure with minor amends as noted**

**Proposed: Cllr Stallard**

**Seconded: Cllr Wilson**

**All in favour**

**ACTION: To update Body Camera Procedure with suggestions made ACTION: Executive Officer**

FPR17/24

**Requests for future agenda items**

- Election of Committee Chair and Vice Chairman
- Financial Regulations
- Vehicle Insurance

FPR18/24

**Date of next meeting – Tuesday 2<sup>nd</sup> July 2024**

Noted.

The Finance Manager gave their apologies in advance for non-attendance.

FPR19/24

**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.**

FPR20/24

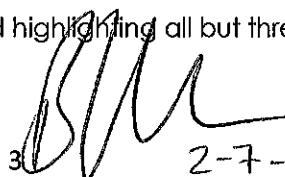
**Debtors' List**

The Finance Manager provided a full explanation regarding the list.

FPR21/24

**Staffing Matters**

- i) Grounds Staff Job Descriptions** – new job descriptions had been drawn up following the integration of the Parish Lengthsman into the team after consultation with the relevant staff members.  
It was noted to retain the Parish Lengthsman tasks as funding opportunities were available to cover such from WCC/HCC.  
The new job descriptions ensured the contracted 37 hours now includes the phrase 'flexible hours including weekend work' to avoid heavy use of the overtime policy.
- ii) Appraisals** - an update was noted highlighting all but three appraisal meetings had now been completed.

  
3  
2-7-24

- iii) **Projects Manager** – 2-year contract extension approved with increase in salary to SCP16 to acknowledge projects completed and value of employee to BWPC.  
Job description to include note making in working group meetings, reports to committee and attendance at meetings.  
This updated job description and salary point to be recommended to Full Parish Council to be actioned for pay on 1<sup>st</sup> July and extension from 1<sup>st</sup> September 2024  
**Resolved: To approve the PM extension of role to September 2026 at SCP16 from 1<sup>st</sup> July 2024**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**All in favour**  
**ACTION: Refer to Full Parish Council**                      **ACTION: Executive Officer / Finance Manager**
- iv) **Estates Manager**  
The job description advertised was noted and explained as still flexible to encompass all role requirements within caretaking (halls) and grounds work.  
It was noted as needing to read FT37 (or PT35) to be consistent with other FT roles.
- v) **Staffing Structure**  
Structure proposed approved as tabled, with minor amends as develop by the Staffing Sub-Committee as delegated authority.  
**Resolved: To approve the proposed staffing structure as tabled for referral to Parish Council**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Pavey**  
**All in favour**

**FPR22/24**

**Land Investigation – Update from the Working Group**

Update provided as tabled. The solicitor was undertaking actions as recommended by Parish Council.

Cllr Williams explained that he had informed WCC about the Parish Council's pending request for their backing on the CPO of the land and further discussions would follow on this matter.

**FPR23/24**

**Purchase of Parish Council Land Request**

**Resolved: To recommend to Full Parish Council that a letter is written to the resident explaining the process approved by Council and progress matters accordingly**

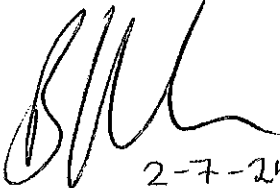
**Proposed: Cllr Nicholson**

**Seconded: Cllr Wilson**

**All in favour**

**ACTION: Executive Officer**

There being no further business the meeting ended at 9.25 pm.

  
2-7-24  
4