



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 July 2024 at 7pm.

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| Present: | Cllr Homer Cllr Marsh Cllr Nicholson Cllr Pavey Cllr Williams Cllr Wilson | Co-opted Member for the meeting |
| In attendance: | Mrs E McKenzie | Executive Officer |
| Members of the public: | 0 | |

The Executive Officer welcomed all those present to the meeting and asked for nominations for the role of Chairman. There were no firm responses to this request and therefore Cllr Nicholson, as Chairman to the Council, stepped in to act as Committee Chairman for the evening and deferred the election until next month's meeting.

- FPR24/24** **To elect a Chairman of the Committee**
Resolved: To elect Cllr Nicholson as Chairman of the Committee for the evening
Proposed: Cllr Pavey
Seconded: Cllr Williams
- FPR25/24** **To elect a Vice Chairman of the Committee**
Elections were deferred until next month's meeting.
- FPR26/24** **To receive and accept apologies for non-attendance**
Cllr Jones – Family Commitments
Cllr Stallard – Work Commitments
Cllr Wilson – Indisposed for the start of the meeting
Resolved: To accept apologies for non-attendance and the co-option of Cllr Homer for the evening
Proposed: Cllr Williams
Seconded: Cllr Pavey
All in favour
- FPR27/24** **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR28/24** **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR29/24** **Public Session**
No members of the public present.
- FPR30/24** **To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4th June 2024**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4th June 2024
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour who were present at the meeting of 4th June 2024

Kate Jones 6/8/24

- FPR31/24** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 4th June 2024**
Noted.
- FPR32/24** **Report from Finance Manager**
Noted.
- FPR33/24** **Finance matters:**
- i) Payments Schedule**
Resolved: to approve the payments tabled to a total amount of £129,108.46
Proposed: Cllr Nicholson
Seconded: Cllr Marsh
All in favour
- ii) Bank Account Reconciliation Month 2**
Resolved: to note the review of the Bank Account Reconciliations Month 2 by the Chairman.
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour
- iii) Parish Council Balance Sheet**
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Pavey
Seconded: Cllr Nicholson
All in favour
- iv) Income and Expenditure Forecast**
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Williams
Seconded: Cllr Pavey
All in favour
- v) Ear Marked Reserves**
Noted.
- FPR34/24** **Capital Control Report**
Noted.
- FPR35/24** **Financial Regulations**
The updated draft regulations were duly deliberated and confirmed. It was requested that the operational flow chart specifically include the term 'Contracts Finder'.
Resolved: To agree the updated Financial Regulations and refer to Parish Council for approval.
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour
ACTION: Refer Model Financial Regulations to Full Council ACTION: Executive Officer
ACTION: Update operational flow chart diagram ACTION: Finance Manager
- FPR36/24** **Update to Standing Orders' Terms of Reference in relation to Financial Regulations**
Resolved:
i) To update the FP&R TOR for committee membership 'to a maximum of 7 councillors'
ii) To update all Committee TOR as tabled to a spend of £5,000
Proposed: Cllr Pavey
Seconded: Cllr Wilson
All in favour
ACTION: To update Standing Orders' Terms of Reference as above ACTION: Executive Officer

Cllr Wilson joined the meeting.

Jeff Jones 6/8/24

- FPR37/24 Working Groups Terms of Reference**
The paper was favourably considered.
Resolved:
i) To update Standing Orders 4g to read 'at the next available Committee meeting'
ii) To update WG TOR to include a note taker under point 3b
iii) To adopt the WG TOR and apply to Council work with referral to Full Council for information
Proposed: Cllr Pavey
Seconded: Cllr Williams
All in favour **ACTION: Executive Officer**
- FPR38/24 Change to Standing Committee**
Cllr Wilson presented the proposal and referred to the focus being on the new planned Marketing, Communications and Events Manager post. A discussion on the role of the Community and Environment Committee was duly held and consideration given to its workload.
Resolved: To defer the tabled proposal until the next appropriate time
Proposed: Cllr Nicholson
Seconded: Cllr Pavey
All in favour
- FPR39/24 Priory Park Clubhouse Modernisation**
Cllr Nicholson explained the background and current status of this project. It was felt that the new Estates Manager would usefully assist the Projects Manager and Working Group in progressing this initiative.
Resolved: To set regular meetings of the Facilities Review Working Group, including the Estates Manager, to draft a business plan, draw up a public consultation survey, progress funding options and report back to the relevant committees.
Proposed: Cllr Wilson
Seconded: Cllr Pavey
All in favour **ACTION: Projects Manager**
- FPR40/24 Draft Memorial Tree and Bench Policy**
The tabled policy was positively received. One minor addition to be included under 1.1 'to the local environment and the community'.
Resolved: To adopt the tabled policy, with one minor addition, and refer to Full Council for information.
Proposed: Cllr Pavey
Seconded: Cllr Wilson
All in favour **ACTION: Executive Officer**
- FPR41/24 Requests for future agenda items**
None suggested at this time.
- FPR42/24 Date of next meeting – Tuesday 6th August 2024**
Noted.
Cllr Pavey and Cllr Stallard gave their apologies in advance for non-attendance.
- FPR43/24 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.
- FPR44/24 Debtors' List**
Noted.

W. Jones 6/8/24

FPR45/24

Staffing Matters

The Staffing Sub-Committee members explained the interview process undertaken for the Estates Manager role and presented their choice of candidate.

It was explained that the next staffing review step was planned to internally recruit a Committees Officer and externally advertise for a Marketing, Communications and Events Manager. The job description for the roles would be tabled at the next Parish Council meeting. Cllr Homer was recognised for his expertise in Human Resources and would be nominated to join the Staffing Sub-Committee when next appropriate.

Resolved: To appoint Mr Steven Arthur as Estates Manager for Bishop's Waltham Parish Council on SP16 with a three-month probationary period

Proposed: Cllr Pavey

Seconded: Cllr Wilson

All in favour

ACTION:

- i) **To inform full Parish Council of the appointment to the Estates Manager role**
- ii) **To table the Committees Officer and Marketing, Communications and events Manager job descriptions and updates at full Parish Council**
- iii) **To nominate Cllr Homer to join the Staffing Sub-Committee at full Parish Council**

ACTION: Executive Officer

FPR46/24

Land Investigation – Update from the Working Group

Cllr Williams provided an update on current working group discussions. The solicitor had sent a letter to a land agent for the property which the Committee duly noted.

FPR47/24

Quotations for Pipe Replacement Under Priory Park Overflow Car Park

The recommendation from the Halls and Grounds Committee was duly deliberated.

Resolved: To recommend to Full Parish Council the appointment of Pure Drainage to undertake the repair to the collapsed pipe underneath the Priory Park overflow car park at the cost of £7,450.00 (excluding VAT).

Proposed: Cllr Pavey

Seconded: Cllr Williams

All in favour

ACTION: Executive Officer

There being no further business the meeting ended at 8.33pm.

Keith Jones 6/9/24