



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 6th August 2024 at 7pm.

Present: Cllr Homer Co-opted Member for the meeting
Cllr Jones
Cllr Marsh
Cllr Nicholson
Cllr Williams

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

Members of the public: 0

Cllr Nicholson opened the meeting and asked for nominations to elect a Chairman of the Committee.

FPR48/24 To elect a Chairman of the Committee
Nominated: Cllr Jones. No other nominations received.
Resolved: To elect Cllr Jones as Chairman of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Homer

Cllr Jones thanked the Committee members for their votes and accepted the role.

FPR49/24 To elect a Vice Chairman of the Committee
Nominated: Cllr Pavey. No other nominations received.
Resolved: To elect Cllr Pavey as Vice Chairman of the Committee
Proposed: Cllr Marsh
Seconded: Cllr Jones

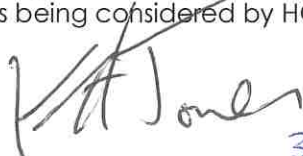
Cllr Pavey had agreed via messaging to accept the role which the Committee noted happily.

FPR50/24 To receive and accept apologies for non-attendance
Cllr Pavey – Family Commitments
Cllr Stallard – Work Commitments
Resolved: To accept apologies for non-attendance and the co-option of Cllr Homer for the evening
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

FPR51/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
Cllr Nicholson – agenda item 20 (FPR67/24)

FPR52/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda
None.

FPR53/24 Public Session
No members of the public present.
Cllr Marsh explained that a member of the public had raised concerns with her regarding the speed of traffic and safety of the pond viewing area alongside the B2177. It was noted that, at the request of the PC, a pedestrian crossing was being considered by HCC by the Sainsburys area of


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the B2177. The campaign to lower the speed limit from 40mph to 30mph from Station Roundabout along the Corhampton Road was also highlighted. Issues to be passed to the Planning and Highways Committee to note.

FPR54/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 2nd July 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 2nd July 2024

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour who were present at the meeting of 2nd July 2024

FPR55/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 2nd July 2024

Noted.

Regular contact with St Peter's Church was noted and the first invoice for Churchyard maintenance had been received and paid.

Meetings to progress the Priory Park Clubhouse project were being scheduled by the Projects Manager.

FPR56/24 Report from Finance Manager

Noted.

Queries relating to the External Audit had been answered promptly.

The pension scheme approval process would be referred to full Parish Council for approval.

The maturity value for the fund invested with Arbutnot Latham had only just been received and therefore the request to reinvest such funds would also be referred to full Parish Council.

The SDNP CIL funds for Bishop's Waltham had been checked and noted as accurate.

FPR57/24 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £197,904.54

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ii) Bank Account Reconciliation Month 3

Resolved: to note the review of the Bank Account Reconciliations Month 3 by the Chairman.

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

v) Ear Marked Reserves

Noted.

FPR58/24 Capital Control Report

Noted.

FPR59/24

Internal Audit Tender

The committee considered the tenders received for independence, competence, and scope before approving a preferred supplier for appointment.

Resolved: To recommend to Full Council the appointment of April Skies Accounting as the Internal Auditor for the Parish Council for the period 2024-2027

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

FPR60/24

Training Budget 2024-5

The costs already accrued were noted and considered necessary and appropriate for staff and councillor training. These requirements would be further discussed at the budget meetings in September to strategically plan ahead and budget accordingly.

FPR61/24

Jubilee Hall Solar Project Update

The update from the Halls and Grounds Committee was noted.

Resolved:

- i) **To approve the revised quotation for the solar panel project at the Jubilee Hall of £61,374.42, excluding VAT, and refer to Parish Council for ratification.**
- ii) **To note that the Administration Officer had sought advice to ensure compliance with the Public Contracts Regulations 2015 and had received confirmation that no further action was required.**

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour

ACTION: Executive Officer

FPR62/24

Report from Meeting with the Meon Valley Bowling Club regarding Licence Renewal

Noted.

Resolved: To note the meeting notes tabled and continue to work with the Meon Valley Bowls Club on a renewal of their licence.

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour.

ACTION: Executive Officer / Halls & Grounds Committee

FPR63/24

Requests for future agenda items

Budget Setting Process

Staffing Sub-Committee – salaries review

Land Acquisition Update

FPR64/24

Date of next meeting – Tuesday 3rd September 2024

Noted.

FPR65/24

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.

FPR66/24

Debtors' List

Noted. The Finance Manager explained the list as all in hand.

Cllr Nicholson left the room.

FPR67/24

Mowing Licence

The application received was duly considered.

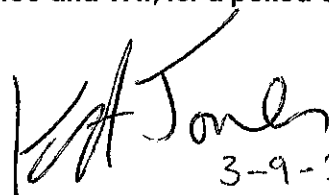
Resolved: To approve the licence for the mowing of West Hoe Meadow to JC Nicholson and Son at a cost of £100 per annum, plus administrative fee and VAT, for a period of three years.

Proposed: Cllr Marsh

Seconded: Cllr Williams

4 in favour, 1 abstention

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Cllr Nicholson rejoined the meeting.

FPR68/24

Well House

Cllr Jones provided an update on the property currently on the market for sale. It was felt that the value of the property needed to be reflected in any offers for purchase and due time would be needed to achieve this potential. The placement of an overage on the property was suggested.

Resolved:

- i) To refuse the initial offer of £200K but invite increased offers**
- ii) To review the offers made in the September and October meetings before considering a change in pricing strategy**

Proposed: Cllr Williams

Seconded: Cllr Horner

All in favour.

FPR69/24

Staffing Matters

i)

Staffing Review Invoice Query

Resolved: To accept the 20% discount offered by Hampshire Association of Local Councils

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ii)

Salaries Query

The totals provided as a summary of budgeted and actual costs were tabled. This was duly noted and the overall savings recognised. The Committee thanked the Finance Manager for her time and conscientious approach to this task.

FPR70/24

Quotations for Water Risk Assessments

The quotations were duly deliberated.

Resolved: To appoint Commercial Environmental Services Ltd to carry out Water Risk Assessments on all relevant Parish Council buildings at a price of £612.50 excluding VAT.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour.

FPR71/24

Hedge Cuttings Quotations

The quotations tabled were considered.

Resolved: To appoint PJ & CM Froud to undertake the annual hedge cutting work at a price of £3,200.00 excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

There being no further business the meeting ended at 8:14pm.

