



**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 3<sup>rd</sup> September 2024 at 7pm.**

**Present:**

Cllr Homer  
Cllr Jones  
Cllr Marsh  
Cllr Nicholson  
Cllr Pavey  
Cllr Stallard  
Cllr Williams

**In attendance:**

Mrs H Fisher                      Finance Manager  
Mrs E McKenzie                Executive Officer

**Members of the public:**

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**FPR72/24**

**To receive and accept apologies for non-attendance**

All present.

**FPR73/24**

**To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

Cllr Williams – agenda item 7 (FPR78/24)

**FPR74/24**

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

None.

**FPR75/24**

**Public Session**

No members of the public present. No matters arising.

**FPR76/24**

**To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> August 2024**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 6<sup>th</sup> August 2024**

**Proposed: Cllr Williams**

**Seconded: Cllr Nicholson**

**All in favour who were present at the meeting of 6<sup>th</sup> August 2024**

**FPR77/24**

**Actions arising from the meeting of the Finance, Policy and Resources Committee – 6<sup>th</sup> August 2024**

Noted.

**FPR78/24**

**Report from Finance Manager**

Noted.

It was added that the transfer of the cleaning service of the public toilet facility in Basingwell Street Car Park due in January 2025 was conditional on WCC completing the planned refurbishment of the unit. Cllr Williams informed the Committee that this project was in hand but no date for action currently set.

**FPR79/24**

**Finance matters:**

**i) Payments Schedule**

**Resolved: to approve the payments tabled to a total amount of £15,166.29**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Marsh**

**All in favour**

  
1-10-24

**ii) Bank Account Reconciliation Month 4**

**Resolved:** to note the review of the Bank Account Reconciliations Month 4 by the Chairman.

**Proposed:** Cllr Stallard

**Seconded:** Cllr Williams

**All in favour**

**iii) Parish Council Balance Sheet**

**Resolved:** to note the Parish Council Balance Sheet

**Proposed:** Cllr Williams

**Seconded:** Cllr Marsh

**All in favour**

**iv) Income and Expenditure Forecast**

**Resolved:** to note the Income and Expenditure Forecast

**Proposed:** Cllr Nicholson

**Seconded:** Cllr Stallard

**All in favour**

**v) Ear Marked Reserves**

Noted.

The current boiler problem was discussed and funds could be drawn from the building maintenance cost centre for replacement or alternative plans for heating. A recommendation would be referred from the Halls and Grounds Committee but this Committee were duly aware of this potential spend required.

**FPR80/24**

**Capital Control Report**

Noted.

**FPR81/24**

**Annual Governance and Accountability Return 2023/2024**

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 approval of the AGAR return 2023/2024

**Proposed:** Cllr Pavey

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Executive Officer

**FPR82/24**

**Parish Council Budget Setting 2025/26**

**Resolved:**

**i) To advise the Committees of the timeline for budget setting**

**ii) All salaries and their associated costs will be recommended to the FP&R Committee by the Staffing Sub Committee**

**iii) Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 and 3**

**iv) To appoint the working group of Cllr Jones, Cllr Pavey, Finance Manager and Executive Officer for the Committee and to meet on Monday 9<sup>th</sup> September 2024**

**Proposed:** Cllr Williams

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Working Group

**FPR83/24**

**Jubilee Hall Car Park Business Rates**

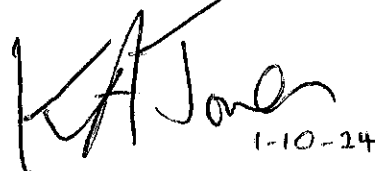
The Finance Manager updated the Committee on a reduction in business rates being applied to the Jubilee Hall car park. The Committee welcomed this news and thanked the Finance Manager for progressing this to such a successful conclusion.

**Resolved:** To ratify the decision to approve the agreement to accept the proposed reduction in the Jubilee Hall Car Park rateable value from £18,250 to £10,750 from 1<sup>st</sup> April 2023.

**Proposed:** Cllr Stallard

**Seconded:** Cllr Pavey

**All in favour**

  
1-10-24



Noted.

**Resolved:** To write a letter to BWCC with the S106 information given by Winchester City Council regarding the open space land at Albany Wood

**Proposed:** Cllr Marsh

**Seconded:** Cllr Pavey

All in favour.

**ACTION:** Executive Officer

FPR93/24

**Draft Invitation to Tender for Priory Park Overflow Car Park – Recommendation from the Halls and Grounds Committee**

The administrative processes were confirmed for this project and consideration given for a schedule of payments. The Committees Clerk would be advised to update the draft prior to presentation at Full Council.

**Resolved:** To refer the agreed draft invitation to Full Council, with minor amendments made by the Committees Clerk

**Proposed:** Cllr Homer

**Seconded:** Cllr Williams

All in favour.

**ACTION:** Executive Officer/Committees Clerk

FPR94/24

**Priory Meadow Annual Wildflower Maintenance Cost – Recommendation from the Halls and Grounds Committee**

Paper Withdrawn.

FPR95/24

**Quotations for Electrical Installation Condition Reports – Recommendation from the Halls and Grounds Committee**

The three quotations were noted as having been given due diligence and the decision clarified.

**Resolved:** To refer the recommendation to Full Council to appoint RSW Sound Ltd to provide the Council with electrical installation condition reports for the Estate Shed, Hoe Road Pavilion, Jubilee Hall and Priory Park Clubhouse at a cost of £2,580.00 (excluding VAT).

**Proposed:** Cllr Homer

**Seconded:** Cllr Marsh

All in favour.

**ACTION:** Executive Officer

FPR96/24

**Quotation for Speedwatch Camera Replacement – Recommendation from the Planning and Highways Committee**

The Committee duly considered the quotations from Mallatite and Westcotec. It was also noted that funds were available from General Reserves and from an HCC Councillor Grant.

**Resolved:** To refer the recommendation to Full Council to purchase the speedwatch camera and associated equipment from Mallatite Limited at a cost of £4,374.43 (excluding VAT) and to allow the Planning and Highways Committee to draw down funds from General Reserves as necessary for this project.


**Proposed:** Cllr Pavey

**Seconded:** Cllr Stallard

All in favour.

**ACTION:** Executive Officer

There being no further business the meeting ended at 8:33pm.

  
1.10.24