



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 1st October 2024 at 7pm.

Present: Cllr Jones Chairman of the Committee
Cllr Marsh
Cllr Nicholson
Cllr Stallard
Cllr Williams

Non-Committee Member: Cllr Webb

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

Members of the Public: 0

- FPR102/24 To receive and accept apologies for non-attendance and co-opt Cllr Webb as a Committee Member for this evening's meeting**
Cllr Homer – family commitments
Cllr Pavey – family commitments
Resolved: To accept apologies for non-attendance and co-opt Cllr Webb as a Committee Member for this evening's meeting
Proposed: Cllr Williams
Seconded: Cllr Stallard
All in favour
- FPR103/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR104/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
Cllr Webb– agenda item 21 (FPR122/24)
- FPR105/24 Public Session**
No members of the public present.
It was noted that a public meeting regarding the Basingwell Street car park bin store area was held on 1.10.24 with over thirty attendees. A summary of comments would be collated by the Winchester City Council representative.
- FPR106/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd September 2024**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd September 2024
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour who were present at the meeting of 3rd September 2024
- FPR107/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd September 2024**
Noted.

- FPR108/24 Report from Finance Manager**
Noted.
The refund due to the Montessori Nursery tenants was noted for action in regard to payment of the utilities bills on behalf of the Council, whose responsibility it was to cover such. All utilities bills would be covered by the Council going forward as per the lease agreement.
- FPR109/24 Finance matters:**
- i) Payments Schedule**
Resolved: to approve the payments tabled to a total amount of £139,861.27
Proposed: Cllr Nicholson
Seconded: Cllr Williams
All in favour
- ii) Bank Account Reconciliation Month 5**
The Finance Manager explained that she would discuss the small amount of petty cash remaining with the Internal Auditor to approve a way to formally close this account.
Resolved: to note the review of the Bank Account Reconciliations Month 5 by the Chairman.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour
- iii) Parish Council Balance Sheet**
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour
- iv) Income and Expenditure Forecast**
Resolved: to note the Income and Expenditure Forecast
Proposed: Cllr Marsh
Seconded: Cllr Nicholson
All in favour
- v) Ear Marked Reserves**
Noted.
- FPR110/24 Capital Control Report**
Deliberated and noted. New IT equipment to be scheduled for office updates and new post holder requirements.
- FPR111/24 Committee Budget Setting 2025/26 – Draft**
The Chairman presented the summary of budget setting decisions tabled. Increase overall proposed to cover costs anticipated ahead. Thanks were formally given to Cllr Homer and Cllr Pavey for their input into the budget meetings.
Resolved: To approve the draft budget tabled
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour
- FPR112/24 Requests for future agenda items**
Review South Pond lease and fishing rights.
Review Bishop's Waltham Gardening Club (allotment) lease
Progression of Bishop's Waltham Cricket Club lease renewal
- FPR113/24 Date of next meeting – Tuesday 1st October 2024**
Noted.

- FPR114/24 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.
- FPR115/24 Debtors' List**
Noted. The Finance Manager stated that all debts listed were in hand.
- FPR116/24 Quotations for Additional Surfacing at Montague Road Play Area**
The three quotations were noted as having been given due diligence and the decision agreed.
Resolved: To refer the recommendation to Full Council to appoint Infinity Playgrounds Ltd to provide installation of a new area of safety surfacing in the Montague Road play area at a cost of £2,910.00 (excluding VAT).
Proposed: Cllr Nicholson
Seconded: Cllr Williams
All in favour. **ACTION: Executive Officer**
- FPR117/24 Jubilee Hall Heating Options & Approval of Oil-Filled Radiator Purchase**
The options were given due diligence and the decision agreed. Risks to service continuity carefully considered. Electrical testing had recently been undertaken and no concerns raised.
Resolved: To purchase the seven oil-filled radiators at a cost of up to £630 for use in any Parish Council building required and for the working group to further investigate replacing the second boiler with another such boiler and/or with air source pumps.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour. **ACTION: H&G WG – Cllr Webb, Cllr Latham and Estates Manager**
- FPR118/24 Water Supply Contract for Priory Park Clubhouse and Hoe Road Pavilion**
The supplier options were duly considered.
Resolved: To refer the recommendation to Full Council to sign a new three-year contract with Business Stream for water supplies (supply and waste) to Hoe Road Pavilion, Hoe Road Estates Shed, Priory Park Clubhouse and Jubilee Hall.
Proposed: Cllr Nicholson
Seconded: Cllr Stallard
All in favour. **ACTION: Estates Manager**
- FPR119/24 Report from Halls and Grounds Committee relating to the Maintenance of West Hoe Cemetery**
Senior Groundsman's report noted.
Awaiting West Hoe Cemetery Management Committee response.
Considering other labour offers available.
Review at next Staffing Sub-Committee. **ACTION: Staffing Sub-Committee**
- FPR120/24 Well House**
Cllr Jones provided an update on the property currently on the market for sale. No further feedback from viewings. Business rates being applied and winter heating due to be required. It was acknowledged that the Council had progressed through every possible stage of due diligence in selling the property.
Resolved: (To refer to Full Council for approval)
i) To lower the selling price to £225,000 with reasonable overage to be applied to the property sale
ii) To ensure the Estate Agent informs previous and newly interested parties of this reduction in price
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour. **ACTION: Executive Officer / Cllr Jones**

FPR121/24

Land Transfers - Updates

An update on the land transfer of Bishop's Meadow (previously known as Land at Albany Farm) from Bargate Homes to the Parish Council was provided.

The HCC Solicitor advised that the Heads of Terms be agreed so that they can be incorporated into the latest s106 Deed of Variation and clarification be given on the area of land to be transferred. The solicitor will then progress the case in relation to planning issues at a cost to the Developer but with VAT costs being retained by the Parish Council.

Resolved: (To refer to Full Council for approval)

To instruct the HCC Solicitor to progress with the case with the understanding of related VAT costs to be covered by the Parish Council.

Proposed: Cllr Jones

Seconded: Cllr Stallard

All in favour.

ACTION: Executive Officer

FPR122/24

Request to Purchase Parish Council Land at Morley Drive - Update

It was noted that this parcel of land was unique in being fenced and hedged and not public open space. The valuation provided was duly deliberated. It was suggested that the policy be updated to provide two independent valuations.

Resolved: (To refer to Full Council for approval)

To, subject to checking legal regulations in selling Parish Council land, consider the sale price of £5,000, plus associated legal and administrative costs. The sale would also include a covenant to prohibit building on the specified plot.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

ACTION: Executive Officer

FPR123/24

To approve the minutes of the Extra Ordinary Meeting of 17th September 2024

Resolved: To approve the minutes of the Extra Ordinary Meeting of 17th September 2024

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour who were present at the meeting of 17th September 2024

FPR124/24

Staffing Matters

i)

Staff Remuneration

A report from the Staffing Sub-Committee budgeting working group on proposed staffing spine point level increases with associated salaries was carefully considered.

Resolved: To approve the staffing spine point levels and associated salaries tabled

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

5 in favour, 1 abstention

ACTION: Executive Officer

ii)

Interviews for Marketing, Communications and Events Manager

An update on the interview outcomes was explained.

Resolved: To progress recommendations from the Staffing Sub-Committee and report back to Full Council

Proposed: Cllr Marsh

Seconded: Cllr Stallard

5 in favour, 1 abstention

ACTION: Staffing Sub-Committee & Executive Officer

iii)

Job Descriptions for Grounds Team

The draft job descriptions were presented, following discussions to finalise and agree them with the three grounds staff by Cllr Webb.

Resolved: To approve the updates to the Grounds Team job descriptions as tabled and refer them to the relevant employees for signing

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour

ACTION: Executive Officer

Cllr Webb, the Executive Officer and Finance Manager left the room at 8:47pm.

iv) Confidential Staffing Matter

(See separate confidential minutes taken).

ACTION: To refer the matter to Full Council for consideration and approval

ACTION: FP&R Committee

The Executive Officer and Finance Manager returned to the room at 9:06pm.

There being no further business the meeting ended at 9:07pm.

DRAFT