



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 5th November 2024 at 7pm.

Present:

Cllr Homer	
Cllr Jones	Chairman of the Committee
Cllr Marsh	
Cllr Nicholson	
Cllr Pavey	Vice Chairman of the Committee
Cllr Williams	

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR125/24 To receive and accept apologies for non-attendance

Cllr Stallard – work commitments

Resolved: To accept apologies for non-attendance for this evening's meeting

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour

FPR126/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR127/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR128/24 Public Session

No members of the public present.

FPR129/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1st October 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1st October 2024

Proposed: Cllr Nicholson

Seconded: Cllr Marsh

All in favour who were present at the meeting of 1st October 2024

FPR130/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 1st October 2024

Noted.

FPR131/24 Report from Finance Manager

Noted. The Chairman highlighted the appreciation of the Committee for the Finance Manager's dedicated work this month in preparing the budget alongside other key financial tasks.

FPR132/24 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £68,414.87

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

ii) Bank Account Reconciliation Month 6

Resolved: to note the review of the Bank Account Reconciliations Month 6 by the Chairman.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

v) Ear Marked Reserves

The Finance Manager explained the report tabled and noted that she would be confirming this plan with the Internal Auditor, when they visit later in November, to report back to Committee at their next meeting.

FPR133/24

Capital Control Report

The Finance Manager explained the current status of the report and plans for the future months of this financial year.

FPR134/24

Draft Parish Council Budget Setting and Precept 2025/26

The Finance Manager presented the summary of budget setting decisions tabled. The figures were all duly deliberated by Committee including the recent National Insurance increases by Central Government. It was requested that any statutory increases be clearly highlighted to residents as compulsory changes to the precept which are legally required.

Resolved: To approve the draft budget tabled

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

FPR135/24

Local Government Services Pay Agreement 2024/25

The back pay required was noted and payments to ex-employees considered.

Resolved: To note the Local Government Services Pay Agreement 2024/25 and write to ex-employees accordingly

Proposed: Cllr Pavey

Seconded: Cllr Homer

All in favour

ACTION: Finance Manager

FPR136/24

Council Insurance Policy Renewal 2024/25

The Committee decided to include Debt and Contract Dispute Cover in the policy. It was noted that this would be the third year of a three-year agreement.

Resolved: To approve the Council Insurance Policy Renewal 2024/25 with Zurich Insurance at a cost of £11,848.67, with additional Debt and Contract Dispute Cover and recommend to Full Council

Proposed: Cllr Pavey

Seconded: Cllr Marsh

All in favour

ACTION: Executive Officer

FPR137/24

Reinvestment of Funds

Resolved: To approve the Reinvestment of Funds of £432,314.87 with Arbuthnot Latham for 3 months at 4.5% for recommendation to Full Council

Proposed: Cllr Jones

Seconded: Cllr Marsh
All in favour

ACTION: Executive Officer

FPR138/24 **Requests for future agenda items**
Budgets for approval
Internal Auditor Report

FPR139/24 **Date of next meeting – Tuesday 3rd December 2024**
Noted.

FPR140/24 **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.

FPR141/24 **Debtors' List**
Noted as all in hand.

FPR142/24 **Well House**
It was noted that two further viewings had taken place in October but no offers of purchase as yet. The Finance Manager explained that the Council were now paying utility bills for the building. A letter received from Chamberlains Solicitors was duly deliberated in relation to this property.

Resolved: (To refer to Full Council for approval)

i) To retain sale price at £225,000.00 with overage, and review at next meeting

ii) To send a letter to Chamberlains Solicitors declining the offer made on 8.10.24

Proposed: Cllr Williams

Seconded: Cllr Homer

All in favour.

ACTION: Executive Officer / Cllr Jones

ACTION: To investigate options to keep property in good condition – use of dehumidifier, open windows, use of heater/radiator on timer.

ACTION: Estates Manager

ACTION: To clarify category of building (office, commercial, residential)

ACTION: Exec Officer / Cllr Williams

FPR143/24 **Lease of Fishing Rights**
The lease was noted as due for renewal and that the lease still referred to Sainsburys as the landowner rather than Beechcroft. Concern was raised over possible costs and liability that the Council may have in being the tenant for the perimeter of the pond and the updated draft lease would need to be carefully deliberated.

Resolved: To request Beechcroft to revise the lease due for consideration of renewal and confer with Bishop's Waltham Parish Fishing Club with regard to this matter.

Proposed: Cllr Pavey

Seconded: Cllr Jones

All in favour.

ACTION: Executive Officer

FPR144/24 **Renewal of Leases**
The three lease periods requested for renewal were considered.
Resolved: To confirm the services of Hampshire Legal for the drafting of the updated leases for Bishop's Waltham Cricket Club and Meon Valley Bowls Club. The Allotments Lease was noted as valid until 2035 and not due for renewal yet.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

ACTION: Executive Officer

FPR145/24 **Work to Repair Collapsed Pipe Under Priory Park Overflow Car Park – Updated Cost**
Resolved: (To refer to Full Council for approval)
To approve the updated cost of £8,850.00 (excluding VAT) for the work to repair the collapsed pipe under Priory Park Overflow Car Park.

Proposed: Cllr Marsh

Seconded: Cllr Williams

- FPR146/24** All in favour. **ACTION: Executive Officer**
Proposal for Continuation of Replacement of Dog Waste Bins
Resolved: (To refer to Full Council for approval)
To approve the cost of £468, including delivery, excluding VAT, for four wheelie bins with posts for dual waste bins (three at Priory Park and one at Jubilee Hall green space).
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour. ACTION: Executive Officer
- FPR147/24** **Replacement Benches for Hoe Road Tennis Courts - Paper Withdrawn.**
- FPR148/24** **Coronation Hall Water Leak Repair Work**
Resolved: (To refer to Full Council for approval)
To ratify the unbudgeted expenditure of £1,875.00, excluding VAT, to repair the water leak under the floor at the Coronation Hall by rerouting the hot water pipe and appoint Regal Environmental Services Ltd to undertake this remedial work at the cost stated.
Proposed: Cllr Jones
Seconded: Cllr Williams
All in favour. ACTION: Executive Officer
- FPR149/24** **Staffing Matters**
- i) Probationary Period Sign Off for Estates Manager**
Resolved: To approve the sign off of the probationary period of the Estates Manager
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour ACTION: Executive Officer
- ii) Interviews for Marketing, Communications and Events Manager**
An update on the application outcome was explained. An interview date was set for Friday 15th November with the panel confirmed as appointed to Cllr Jelf, Cllr Pavey and Cllr Marsh, with the Executive Officer.
Resolved: To hold an interview day on Friday 15th November with the appointed panel and, following these interviews, progress recommendations from the Staffing Sub-Committee.
Proposed: Cllr Marsh
Seconded: Cllr Pavey
All in favour ACTION: Staffing Sub-Committee, Cllr Pavey, Cllr Jelf & Executive Officer
- iii) New Groundsperson – Temporary Position**
The new position was positively received by the Committee and a temporary contract confirmed.
Resolved: To approve the new temporary position of an additional groundsman at SP3 for a three months probationary period, and to advertise for a full-time permanent position in January 2025.
Proposed: Cllr Homer
Seconded: Cllr Marsh
All in favour ACTION: Executive Officer
- iv) Confidential Staffing Matter**
Resolved: To note the verbal update from the Staffing Sub-Committee meeting of 5.11.24 and approve the action to contact a solicitor
Proposed: Cllr Marsh
Seconded: Cllr Homer
All in favour.
ACTION: To contact a solicitor for further advice on the matter
ACTION: Executive Officer/Cllr Nicholson
ACTION: To refer the matter to Full Council for consideration and ratification
ACTION: Staffing Sub-Committee, Executive Officer & FP&R Committee

There being no further business the meeting ended at 8:25pm.