



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 7th January 2025 at 7pm.

Present:

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

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR168/24 To receive and accept apologies for non-attendance

None. All present.

FPR169/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR170/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR171/24 Public Session

No members of the public present.

FPR172/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd December 2024

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd December 2024

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour who were present at the meeting of 3rd December 2024

FPR173/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd December 2024

Noted.

Cllr Latham to join the Leases working group – official appointment to be a future agenda item.

FPR174/24 Report from Finance Manager

Noted.

FPR175/24 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £132,552.79

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

ii) Bank Account Reconciliation Month 8

Resolved: to note the review of the Bank Account Reconciliations Month 8 by the Chairman.

Proposed: Cllr Pavey

Seconded: Cllr Stallard

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Homer

All in favour

v) Ear Marked Reserves

Noted. The Finance Manager has highlighted monies remaining after project completion to be considered for reallocation at the end of the financial year. Committee to review in March meeting.

FPR176/24

Capital Control Report

Noted.

FPR177/24

Schedule of Policy Review 2025

Resolved: To approve the schedule tabled and appoint the working group as Cllr Jones, Cllr Pavey and Cllr Stallard, with the Executive Officer

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: Set meeting dates for policy review and draft preparation **ACTION:** Executive Officer

FPR178/24

Social Media Policy Review

Noting the formal review due in line with the proposals from the Marketing, Communications and Events Manager, these minor changes should be adopted ahead of further updates.

Resolved: To adopt the minor changes as tabled, noting the formal review due in line with the Marketing, Communications and Events Manager.

Proposed: Cllr Pavey

Seconded: Cllr Homer

All in favour

ACTION: To update the Social Media Policy and circulate.

ACTION: Executive Officer

FPR179/24

Requests for future agenda items

- Hall Hire Rates
- Reinvestment of Funds

FPR180/24

Date of next meeting – Tuesday 4th February 2025

Noted. The Executive Officer gave apologies for non-attendance at this meeting.

FPR181/24

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.

FPR182/24

Debtors' List

Noted.

- FPR183/24 Well House**
 It was noted that no further viewings had taken place since early December and no offers made to the Estate Agency. The Chairman recommended, in light of increasing running costs on the property, to reduce the sale price. A discussion was held on options that could be considered for the property but the focus was on the reasoning for the sale being to use the funding for the update of Priory Park Clubhouse and that was still a priority. Consideration for an overage on the property was given to ensure the potential value of the sale was appreciated.
Resolved: (To refer to Full Council for approval)
To reduce the sale price to offers 'in excess of £200,000.00'
Proposed: Cllr Jones
Seconded: Cllr Marsh
6 in favour, 1 abstention. **ACTION: Executive Officer / Cllr Jones**
- FPR184/24 Land Purchase Request at Morley Drive – Update**
 The Committee carefully deliberated the second valuation gathered and the policy in place. It was decided to refer the matter to Full Council and inform the residents of the two valuations.
Resolved: To refer the matter of valuation of the land at Morley Drive to Full Council.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour. **ACTION: Executive Officer**
- FPR185/24 Contract for Office Photocopier/Printer**
 The quotations tabled were duly considered.
Resolved: To approve the Ricoh IMC4510 machine on a three-year contract at a cost of £125.66 quarterly(excluding VAT) (total cost over the contract period is £1507.92 excluding VAT)
Proposed: Cllr Jones
Seconded: Cllr Homer
All in favour **ACTION: Executive Officer**
- FPR186/24 Ratification of Expenditure to Install Outdoor Power Socket at Priory Park Skate Zone**
 The explanation of spend from the Halls and Grounds Committee was duly noted.
Resolved: To ratify the spend of £1,390.00 (excluding VAT) to Forward Control UK for the installation of an external power socket at the Priory Park Skate Zone.
Proposed: Cllr Pavey
Seconded: Cllr Jones
All in favour **ACTION: Executive Officer**
- FPR187/24 Hoe Road Recreation Ground Hire Fee for Junior Football Teams using Full-Size Pitch**
Resolved: To approve the new hire rate of £40 for Junior Football Teams for use of the full-size pitch at Hoe Road Recreation Ground, in line with the charge for Pitch 2 at Priory Park.
Proposed: Cllr Jones
Seconded: Cllr Pavey
All in favour **ACTION: Executive Officer**
- FPR188/24 Replacement Benches for Hoe Road Tennis Courts**
 The recommendation from the Halls and Grounds Committee was duly noted but it was considered that budget was available for larger benches at an overall better value.
Resolved: To approve the cost of two DCWPolymer Torbay Leisure Benches at a price of £245 each (excluding VAT and delivery) and refer to Full Council.
Proposed: Cllr Stallard
Seconded: Cllr Jones
All in favour **ACTION: Executive Officer**
- FPR189/24 Priory Park Overflow Car Park Project Update**
 The car park works had commenced on 6th January 2025 and good progress was being made. All queries raised had been addressed by the contractor. The question of the access point was discussed and it was deliberated as to whether a gate or barrier was required, or to leave it open.

Resolved:

- i) To approve the updated quotation tabled from ESC Surfacing at a cost of £89,500.00 (excluding VAT).**
- ii) To approve the schedule of payments requested by the contractor as tabled**
- iii) To refer the options of a barrier access to the overflow car park to Full Council**

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

FPR190/24

Jubilee Hall Gas Contract Quotations

The recommendation from the Halls and Grounds Committee was duly considered. It was noted that the price changed daily so an accurate figure could only be confirmed when the contract was signed.

Resolved: To sign a contract with EDF Energy for a one-year gas contract for the Jubilee Hall with a price to be confirmed 8.1.25 and to be ratified by Full Council on 14.1.25

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

ACTION: To sign contract and refer to Full Council ACTION: Exec Officer and Office Managers

FPR191/24

Quotations for Surfacing Under Jubilee Hall Youth Shelter

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

Resolved: To recommend to Full Council the appointment of Infinity Playgrounds Ltd to install an Agriflex surface under the Jubilee Hall youth shelter at a cost of £2,183.20 (excluding VAT).

Proposed: Cllr Jones

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer

FPR192/24

Land Transfers – Update

The update on the progress of the land transfers of, firstly, Bishop's Meadow open space and, secondly, Albany Wood open space and SINC were noted. Support was given for actions by the solicitor and WCC representatives in these matters.

FPR193/24

Staffing Matters

An update was provided highlighting the high calibre of interviewees met on 15.11.24 and the consequent offer of the role.

i) Model Contract

The comparison was ongoing in preparation for consideration at the March meeting.

ii) Permanent Full Time Groundsperson Position

The temporary position was proving very successful and the move to a permanent position agreed to. The role would be advertised locally for one week using the approved job description tabled at salary scale point 3 for 37 hours per week.

Resolved: To advertise for a permanent groundsperson position at SP3 for 37 hours per week

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour

ACTION: Staffing Sub-Committee & Executive Officer

iii) Confidential Staffing Matter

Cllr Nicholson and the Executive Officer provided updates on the matter.

Resolved: i) To note the update from the Council Chairman and Executive Officer

ii) To note the lack of response

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour.

ACTION: To refer the matter to Full Council for information

ACTION: Staffing Sub-Committee, Executive Officer & FP&R Committee

iv) Staffing Sub-Committee Meetings

The Committee Chairman and Executive Officer agreed to set a schedule of dates for early 2025 for the SSC (Cllr Jones, Cllr Nicholson, Cllr Marsh).

ACTION: To set a schedule of SSC meetings for early 2025.

ACTION: Cllr Jones/Exec Officer

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

DRAFT