



**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 4<sup>th</sup> February 2025 at 7pm.**

**Present:**

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

**In Attendance:**

Mrs H Fisher	Finance Manager
Mrs C Wilkinson	Committees Officer

**Members of the Public:** 0

- FPR194/24 To receive and accept apologies for non-attendance**  
Cllr Marsh – family commitments  
Cllr Nicholson – family commitments (but joined at FPR212/24)  
Cllr Homer - work commitments (but joined at FPR209/24)  
**Resolved: To accept apologies for non-attendance**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour**
- FPR195/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**  
None.
- FPR196/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**  
Cllr Pavey – Agenda item 21 (FPR214/24)
- FPR197/24 Public Session**  
No members of the public present.
- FPR198/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> January 2025**  
**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7<sup>th</sup> January 2025**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Pavey**  
**All in favour**
- FPR199/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7<sup>th</sup> January 2025**  
Noted.
- FPR200/24 Report from Finance Manager**  
Noted.
- FPR201/24 Finance matters:**  
i) **Payments Schedule**  
**Resolved: to approve the payments tabled to a total amount of £168,153.12.**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Stallard**  
**All in favour**

ii) **Bank Account Reconciliation Month 9**  
**Resolved: to note the review of the Bank Account Reconciliations Month 9 by the Chairman.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour**

iii) **Parish Council Balance Sheet**  
**Resolved: to note the Parish Council Balance Sheet**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Pavey**  
**All in favour**

iv) **Income and Expenditure Forecast**  
**Resolved: to note the Income and Expenditure Forecast**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Stallard**  
**All in favour**

v) **Ear Marked Reserves**  
Noted.

**FPR202/24 Capital Control Report**  
Noted. The Finance Manager was continuing to pursue the S106 funds for the Southern Pathway.

**FPR203/24 Reinvestment of Funds**  
**Resolved: To recommend to Full Council the reinvestment of £436,837.00 with Arbutnot Latham for 3 months at 4%.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour**

**FPR204/24 Policy Review Update**  
The progress of this review was noted. Drafts were anticipated to be ready for inclusion in the papers for the Committee's next meeting.

**FPR205/24 Financial Regulations and Financial Risk Assessment – Review – Appointment of Working Group**  
**Resolved: To appoint Councillor Pavey to review the Parish Council's Financial Regulations and Financial Risk Assessment working with the Finance Manager and Executive Officer before bringing back a report to the Committee for consideration in March.**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**All in favour** **ACTION: Cllr Pavey, Finance Manager, Executive Officer**

**FPR206/24 Parish Council Halls and Grounds Hire Rates (Product Fee Increases) 2025/26**  
**Resolved:**  
i) **To recommend to Full Council the hire rates as tabled with additional points noted below.**  
ii) **The all day hire rate for Priory Park Clubhouse would be rationalised to a single rate of £300 (including VAT).**  
iii) **To rationalise the staff hire rate to one single rate of £21 per hour (including VAT).**  
iv) **To maintain the Jubilee Hall car parking charges at their current level.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Stallard**  
**All in favour** **ACTION: Executive Officer**

**FPR207/24 Requests for future agenda items**  
Financial Regulations and Risk Assessment Review  
Policy Review Update  
EMR movements



**FPR208/24**      **Date of next meeting – Tuesday 4<sup>th</sup> March 2025**  
Noted.

**FPR209/24**      **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.**

*At this point, Councillor Homer joined the meeting.*

**FPR210/24**      **Debtors' List**  
Noted.

**FPR211/24**      **Well House**  
An additional estimate for conveyancing was awaited. Another local firm was raised to be approached for a quotation. **ACTION: Finance Manager**  
**Resolved:**  
i)      **To approve the sale price of £200,000.00 and refer to Full Council for ratification**  
ii)     **To refer the quotations for conveyancing to Full Council for further consideration.**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Homer**  
**All in favour** **ACTION: Executive Officer**

**FPR212/24**      **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.

*At this point Councillor Nicholson joined the meeting.*

**1. Bishop's Meadow (also originally known as Albany Farm)**  
**Resolved:**  
i)      **To appoint Councillor Williams and Councillor Jones to a working group tasked to consider next steps.**  
ii)     **To authorise the working group to correspond or meet with the Parish Council's solicitor to gather information requested by the Committee, including the most recent tree condition survey and description of any works that have recently been carried out or that are planned.**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Pavey**  
**All in favour** **ACTION: Executive Officer**

**2. Albany Wood**  
**Resolved:**  
i)      **To note the recent meetings regarding the Albany Wood open space, SINC and southern footpath links and await confirmation that the expected works have been completed on the open space.**  
ii)     **To continue to monitor the progress of the actions to be completed by the property developer currently being pursued by WCC.**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Homer**  
**All in favour**

**FPR213/24**      **Quotations for Water Monitoring Contract**  
The ongoing arrangement for the water monitoring at the Coronation Hall would be clarified and information brought to the Full Council meeting scheduled to take place on 11<sup>th</sup> February. **ACTION: Committees Officer**



**Resolved:** To recommend to Full Council that Commercial Environmental Services Ltd be appointed to undertake the water monitoring for the Parish Council's buildings at a monthly cost of £247.91, excluding VAT.

**Proposed:** Cllr Williams

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Executive Officer

**FPR214/24**

**Report from Meeting with the Scouts Regarding Potential Building Project**

**Resolved:** The tabled report was received and would be referred to Full Council for information.

**Proposed:** Cllr Stallard

**Seconded:** Cllr Williams

**5 in favour, 1 abstention**

**FPR215/24**

**Quotations for Food Waste Contract for the Jubilee Hall:**

The frequency of waste collection would be increased to weekly in the interest of health and safety if necessary.

**Resolved:** To recommend to Full Council that Veolla be appointed to undertake fortnightly food waste collections at the annual cost of £120, excluding VAT, with an additional one-off delivery cost of £10.00.

**Proposed:** Cllr Stallard

**Seconded:** Cllr Pavey

**All in favour**

**ACTION:** Executive Officer

**FPR216/24**

**Quotations for Topographical Survey for Priory Park**

Some clarification regarding the architect's preferred contractor would be requested, since multiple positive comments had accompanied the tabled quotations. **ACTION:** Committees Officer

**Resolved:** To refer back to AXIS for further clarification regarding their preferred contractor and to seek the reasoning regarding the area identified to be included in the topographical survey prior to Full Council considering the quotations received.

**Proposed:** Cllr Pavey

**Seconded:** Cllr Williams

**All in favour**

**ACTION:** Committees Officer

**FPR217/24**

**Quotations for Brushcutter/Trimmer Course**

**Resolved:** To recommend to Full Council that two volunteer Footpath Wardens and two Parish Council Groundspeople attend a one-day Safe Use of Brush-cutters and Trimmers City and Guilds Award - Level 2 course at Sparsholt at a cost of £409 per person.

**Proposed:** Cllr Stallard

**Seconded:** Cllr Homer

**All in favour**

**ACTION:** Executive Officer

**FPR218/24**

**Staffing Matters**

**i) Permanent Full Time Groundsperson Position**

**Resolved:**

**i) To sign off Mr Morris' probationary period as successfully completed.**

**ii) To offer Mr Morris the permanent role of Parish Council Groundsperson as of 01.02.25 at SP4.**

**iii) To note and approve the Interim objectives for early 2025.**

**Proposed:** Cllr Williams

**Seconded:** Cllr Stallard

**All in favour**

**ACTION:** Staffing Sub-Committee & Executive Officer

*At this point the Committees Officer left the meeting.*



ii) **Confidential Staffing Matter**

The Chairman and Finance Manager provided an update on the matter arising.

**Resolved: To reinstate previous offer for 5 days and refer to Full Council for ratification**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Jones**

**All in favour.**

**ACTION: To refer the matter to Full Council for ratification**

**ACTION: Cllr Jones, Finance Manager, Executive Officer**

There being no further business the meeting ended at 9:15pm.