



**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> March 2025 at 7pm.**

**Present:** Cllr Homer  
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

As the Committee Chairman had tendered his apologies for non-attendance in advance of the meeting, the Vice Chairman, Cllr Pavey, took the role of Chairman at this meeting.

**FPR219/24 To receive and accept apologies for non-attendance**

Cllr Jones – indisposed

**Resolved: To accept apologies for non-attendance**

**Proposed: Cllr Stallard**

**Seconded: Cllr Nicholson**

**All in favour**

**FPR220/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None.

**FPR221/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

None.

**FPR222/24 Public Session**

No members of the public present.

The Finance Manager stated that the Jubilee Hall car park was being patrolled to ensure tickets were displayed appropriately.

**FPR223/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

**Resolved: to approve minutes of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

**Proposed: Cllr Stallard**

**Seconded: Cllr Williams**

**All in favour who were at the meeting of 4<sup>th</sup> February 2025**

**FPR224/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> February 2025**

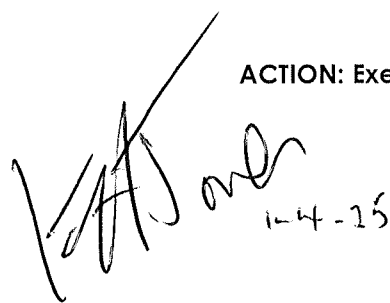
The Executive Officer provided updates on actions in progress.

**FPR225/24 Report from Finance Manager**

Noted.

*W. Jones*  
1-4-25

- FPR226/24**      **Finance matters:**  
i)      **Payments Schedule**  
**Resolved:** to approve the payments tabled to a total amount of £65,441.14.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Williams  
All in favour
- ii)      **Bank Account Reconciliation Month 10**  
**Resolved:** to note the review of the Bank Account Reconciliations Month 10 by the Chairman.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Homer  
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 Nicholson  
All in favour
- v) **Ear Marked Reserves**  
Noted.
- FPR227/24**      **Ear Marked Reserves – Year End 2024/25 Adjustments**  
**Resolved:** To approve the tabled Year End 2024/25 Adjustments  
**Proposed:** Cllr Nicholson  
**Seconded:** Cllr Marsh  
All in favour
- FPR228/24**      **Capital Control Report**  
The projects listed were discussed and report noted.
- FPR229/24**      **Internal Auditor Report – Second Interim Audit 2024/25**  
The report was tabled with only one minor matter raised which had been dealt with immediately. The Internal Auditor considered that the Council's finances were being very well run and only one visit a year was required, rather than two. The Council thanked the Finance Manager for her efficiency.  
**Resolved:** To note the report, matters arising and Finance Manager's response and refer to Parish Council.  
**Proposed:** Cllr Homer  
**Seconded:** Cllr Pavey  
All in favour      **ACTION: Executive Officer**
- FPR230/24**      **Financial Regulations and Financial Risk Assessment – Review**  
The documents tabled were considered and the action plan listed noted for quarterly review.  
**Resolved:** To approve the Financial Regulations and the Financial Risk Assessment tabled and refer to Parish Council.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Stallard  
All in favour      **ACTION: Executive Officer**



Handwritten signature of Cllr Homer and date 1-4-25.

- FPR231/24**      **West Hoe Cemetery Management Committee – Request for Funding**  
**Resolved:** To approve the funding of £9,000.00 for West Hoe Cemetery Management Committee for the 2024/25 financial year and refer to Parish Council.  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Williams  
**All in favour** **ACTION: Executive Officer**
- FPR232/24**      **Policy Review Update**  
Cllr Stallard and Cllr Pavey provided updates on the progress of the HR policies review currently being undertaken. Drafts for approval would be presented to Committee at the May meeting, with an interim working group meeting scheduled within the next two weeks. An HR consultant would be asked to review the policies for external confirmation.  
**ACTION: Working Group to meet before 14<sup>th</sup> March**      **ACTION: Working Group – KJ, MP, RS**  
**ACTION: Gather quotations for HR consultancy on Policies**      **ACTION: Executive Officer**
- FPR233/24**      **Requests for future agenda items**  
Quotations for HR consultancy  
Salaries Review  
Grant Policy Review
- FPR234/24**      **Date of next meeting – Tuesday 1<sup>st</sup> April 2025 - Noted.**
- FPR235/24**      **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.**
- FPR236/24**      **Debtors' List - Noted as all in hand.**
- FPR237/24**      **Well House**  
An update on actions required to progress the sale of the property was tabled.  
**Resolved:**  
i)      **To authorise Cllr Williams and the Executive Officer to complete the documentation requested by the solicitor for conveyancing**  
ii)      **To ratify the choice of Bishop's Waltham Electrical to undertake the necessary Electrical Installation Condition Report at a cost of £360.00 including VAT**  
**Proposed:** Cllr Marsh  
**Seconded:** Cllr Stallard  
**All in favour** **ACTION: Executive Officer**
- FPR238/24**      **Quotations for Replacement Lighting at the Estates Shed**  
The recommendation from the Halls and Grounds Committee was considered favourably.  
**Resolved:** To recommend the appointment of RSW Sound Ltd at a cost of £616.33, excluding VAT, to replace the fluorescent interior lighting with LED lighting at the Estates Shed at Hoe Road Recreation Ground and refer to Full Council for approval.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Marsh  
**All in favour.** **ACTION: Executive Officer**
- FPR239/24**      **Quotations for Repairs or Replacement of the Gate of the Jubilee Hall Bin Store**  
The recommendation from the Halls and Grounds Committee was duly deliberated.  
**Resolved:** To recommend the appointment of Bobs Jobs at a cost of £496.21, no VAT added, for the repairs required and replacement of the Jubilee Hall bin store gate and refer to Full Council for approval.  
**Proposed:** Cllr Williams  
**Seconded:** Cllr Stallard  
**All in favour.** **ACTION: Executive Officer**



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- FPR240/24**      **Quotations for Southern Pathway Ramp between Priory Park and Bosworth Gardens**  
Paper noted as withdrawn as being progressed as a Health and Safety matter in compliance with Financial Regulations.
- FPR241/24**      **Quotations for Priory Park Tree Work**  
The recommendation from the Halls and Grounds Committee was duly deliberated. A contractor was recommended and a note made to be mindful of bird nesting season.  
**Resolved: To recommend the appointment of Jack Tosdevine Tree Services at a cost of £2,600.00 excluding VAT, for the reduction of the Monterey Pine Tree (no959) at Priory Park and refer to Full Council for approval.**  
**Proposed: Cllr Marsh**  
**Seconded: Cllr Nicholson**  
**All in favour.** **ACTION: Executive Officer**
- FPR242/24**      **Quotations for Replacement Cartridges for Hoe Road Recreation Ground Directional Ramps**  
The recommendation from the Halls and Grounds Committee was considered.  
**Resolved: To recommend Bollard Security at a cost of £1,925.00, excluding VAT, with no delivery charge, for the 55 replacement cartridges for the directional ramps at Hoe Road Recreation Grounds and refer to Full Council for approval.**  
**Proposed: Cllr Pavey**  
**Seconded: Cllr Williams**  
**All in favour.** **ACTION: Executive Officer**
- FPR243/24**      **Hire Rates for 2025/2026 (Product Fee Increases) for Community Events**  
The Committee carefully reviewed the recommendation from the Halls and Grounds Committee.  
**Resolved: (to be referred to Full Council for approval)**  
i)      **To recommend the incremental rate tabled for 2025 and review the increase rate again in March 2026**  
ii)      **To recommend the 10% residents and community groups discount to be applied**  
iii)      **To recommend the new product fee for the hire rate of ground facilities for community events at £54 per hour from April 2025**  
**Proposed: Cllr Homer**  
**Seconded: Cllr Stallard**  
**All in favour** **ACTION: Executive Officer**
- FPR244/24**      **Request for Funding from Bishop's Waltham In Bloom – Paper from Community and Environment Committee**  
The recommendation from the Halls and Grounds Committee was duly deliberated but it was felt that each community group may follow this precedent in asking for individual budget lines which was not sustainable. Consideration was given to the grants policy and an increase in the amount allocated to community groups and the types of projects presented.  
**Resolved: To decline the recommendation from the Community and Environment Committee and to review the grants policy, and budget thereof, to ensure a greater scope for funding for community group projects and refer to Full Council for approval.**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**5 in favour, 1 abstention** **ACTION: Executive Officer**
- FPR245/24**  
i)      **Staffing Matters**  
**Probationary Review Sign Off**  
**Resolved: To approve the probationary review sign off for the Marketing, Communications and Events Manager as tabled**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour**

*K.A. Jones*  
1-4-25

- ii) **Training Completion with Qualification Awarded**  
**Resolved: To note the completion of the CiLCA training with qualification awarded to the Committees Officer, with budgeted incremental salary point approved as tabled.**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Marsh**  
**All in favour**
- iii) **Exceptional Annual Leave Request**  
**Resolved: To approve the exceptional annual leave request tabled**  
**Proposed: Cllr Nicholson**  
**Seconded: Cllr Marsh**  
**All in favour**
- iv) **Adoption of NALC Model Contract from April 2025**  
Due consideration was given to the model contract and comparison between old and new.  
**Resolved: To approve the adoption of the new NALC Model Employment Contract, subject to final review by a chosen HR consultant**  
**Proposed: Cllr Williams**  
**Seconded: Cllr Stallard**  
**All in favour** **ACTION: Executive Officer**
- v) **Ongoing Confidential Staffing Matters**  
The Chairman and Finance Manager provided an update on the matter arising.  
**Resolved: To note and ratify the outcomes of the Extra Ordinary Meeting of the Parish Council held on 25.2.25 and the actions agreed by the Staffing Sub-Committee in the meeting of 26.2.25**  
**Proposed: Cllr Stallard**  
**Seconded: Cllr Williams**  
**All in favour.**  
**ACTION: To refer the matter to Full Council for ratification**  
**ACTION: Staffing Sub-Committee, Finance Manager, Executive Officer**

There being no further business the meeting ended at 8:50pm.

  
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