



**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 1<sup>st</sup> April 2025 at 7pm.**

**Present:**

|               |                                |
|---------------|--------------------------------|
| Cllr Homer    |                                |
| Cllr Jones    | Chairman of the Committee      |
| Cllr Marsh    |                                |
| Cllr Pavey    | Vice Chairman of the Committee |
| Cllr Stallard |                                |

**In Attendance:**

|                |                   |
|----------------|-------------------|
| Mrs H Fisher   | Finance Manager   |
| Mrs E McKenzie | Executive Officer |

**Members of the Public:** 0

**FPR246/24 To receive and accept apologies for non-attendance**

Cllr Nicholson – family commitment

Cllr Williams – work commitment

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

**Proposed: Cllr Stallard**

**Seconded: Cllr Nicholson**

**All in favour**

**FPR247/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**

None.

**FPR248/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**

None.

**FPR249/24 Public Session**

No members of the public present.

**FPR250/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> March 2025**

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

**Proposed: Cllr Marsh**

**Seconded: Cllr Stallard**

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

**FPR251/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 4<sup>th</sup> March 2025**

The Executive Officer provided updates on actions in progress.

**FPR252/24 Report from Finance Manager**

Noted. It was positively acknowledged that the S106 funds for the Southern Pathway had been finally received from Winchester City Council after 18 months of awaiting such. Thanks were given to Cllr Williams for intervening to successfully progress the funding release.

The Finance Manager and Executive Officer were reviewing Financial Regulations to seek a more efficient approach to the financial checks implemented through Council.

**FPR253/24 Finance matters:**

i) **Payments Schedule**

**Resolved: to approve the payments tabled to a total amount of £79,055.45.**

*W. Jones*  
6-5-25

Proposed: Cllr Pavey  
Seconded: Cllr Marsh  
All in favour

ii) **Bank Account Reconciliation Month 11**

Resolved: to note the review of the Bank Account Reconciliations Month 11 by the Chairman.

Proposed: Cllr Marsh  
Seconded: Cllr Pavey  
All in favour

iii) **Parish Council Balance Sheet**

It was noted that the tractor and topper were due for purchase and this was to be progressed by the Halls and Grounds Committee.

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Stallard  
Seconded: Cllr Homer  
All in favour

iv) **Income and Expenditure Forecast**

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Stallard  
Seconded: Cllr Marsh  
All in favour

v) **Ear Marked Reserves**

Noted.

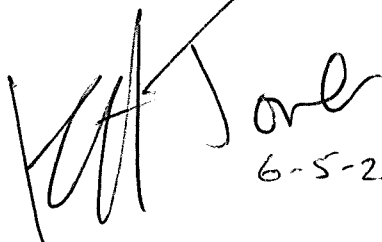
FPR254/24 **Capital Control Report**  
Noted.

FPR255/24 **Policy Review Update**  
Cllr Jones, Cllr Pavey and Cllr Stallard provided updates on the progress of the HR policies review currently being undertaken. A working group meeting was scheduled for 10.4.25.

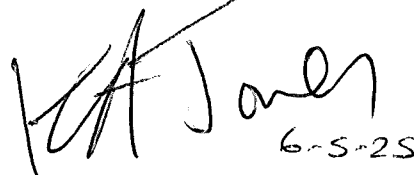
FPR256/24 **Draft Safeguarding Policy**  
The draft policy tabled was given careful consideration. The benefit of DBS checks was discussed and an action created to investigate costs for such.  
**Resolved: to adopt the draft Safeguarding Policy tabled with minor amends, to circulate policy to all staff and Councillors and to ensure actions followed by review in 6 months' time**  
Proposed: Cllr Homer  
Seconded: Cllr Stallard  
All in favour  
**ACTION: To investigate costs and requirements for DBS checks**      **ACTION: Executive Officer**

FPR257/24 **Cyber Security – Paper from Cllr Stallard**  
The paper was presented by Cllr Stallard and duly considered.  
**Resolved: To appoint a working group of Cllr Stallard, Executive Officer, Finance Manager and any other interested BW Parish Councillor, to recommend cyber security actions to Committee**  
Proposed: Cllr Jones  
Seconded: Cllr Marsh  
All in favour  
**ACTION: Working Group**

FPR258/24 **Requests for future agenda items**  
Policies Update  
Cyber Security Update  
DBS quotations  
Potential costs of taking on devolved services

  
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- FPR259/24 **Date of next meeting – Tuesday 6<sup>th</sup> May 2025 - Noted.**
- FPR260/24 **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.
- FPR261/24 **Debtors' List - Noted as all in hand.**  
The Finance Manager explained that all but one debtor had settled their accounts to 1.4.25.
- FPR262/24 **Well House**  
An update was provided highlighting progression in the project.
- FPR263/24 **Quotations for Military Band for VE Day 80 Event**  
The recommendation from the Community and Environment Committee was considered favourably for community benefit.  
**Resolved: To recommend to Full Council the services of the DDRK Oompah Band at a cost of £1,100.00 for the Parish Council's VE day 80 event on 8.5.25**  
**Chairman's Proposal**  
All in favour. **ACTION: Executive Officer**
- FPR264/24 **Bishop's Waltham Rotary Family Fun Day Draft Licence and Fee**  
The recommendation from the Halls and Grounds Committee was duly presented.  
**Resolved: To approve the draft licence agreement for the usage of Hoe Road Recreation Ground for Bishop's Waltham Rotary Family Fun Day on Saturday 14<sup>th</sup> June 2025 at a licence fee of £583.20, including VAT.**  
**Chairman's Proposal**  
All in favour. **ACTION: Committees Officer**
- FPR265/24 **Dynamos Football Tournament Draft Licence and Fee**  
The recommendation from the Halls and Grounds Committee was considered.  
**Resolved: To approve the draft licence agreement for the usage of the Priory Park Football Pitches and Clubhouse by Dynamos Football Club for their Football Tournament even being held on Saturday 24<sup>th</sup> and Sunday 25<sup>th</sup> May 2025 at a licence fee of £587.03, including VAT.**  
**Chairman's Proposal**  
All in favour. **ACTION: Committees Officer**
- FPR266/24 **Memorial Bench List – Update to Policy Appendix**  
**Resolved: To approve the adoption of the tabled additions to the Parish Council's Memorial Tree and Bench Policy.**  
**Chairman's Proposal.**  
All in favour.  
**ACTION: To update Policy accordingly and upload to website** **ACTION: Executive Officer**
- FPR267/24 **Proposal for Half day Halls Hire Rate**  
The recommendation from the Halls and Grounds Committee was carefully considered.  
**Resolved: To approve the introduction of a Half Day Hire rate (8 hours of hire) for the Jubilee Hall (Gold Room, Ruby Room and Kitchen) at a price of £217.50, including VAT, and Priory Park Clubhouse (Main Hall and Kitchen) at a price of £150.00, including VAT.**  
**Chairman's Proposal**  
All in favour.  
**ACTION: To update website and advertise via social media/news article**  
**ACTION: Marketing, Communications and Events Manager**
- FPR268/24 **Quotations for Trade and Recycling Waste Services at the Jubilee Hall and Priory Park**  
The Committee duly noted the paper presented. The Finance Manager was thanked for her keen financial scrutiny in managing this matter.



K. Jones  
6-5-25

**Resolved: To ratify the appointment of Veolia UK Ltd to provide trade and recycling waste services at the Jubilee Hall and Priory Park Clubhouse, at an annual cost of £1,282.20, excluding VAT.**

**Chairman's Proposal**

**All in favour**

**FPR269/24**

**Purchase of Replacement Flow Plate Cartridges for Hoe Road Recreation Ground**

An update was provided on this purchase as the originally selected provider no longer supplied the item so an alternative was sought, agreed and the delivery fee waived.

**Resolved: To ratify the purchase of 55 cartridges for the directional ramps at Hoe Road Recreation Ground from Flowplates Ltd at a cost of £1,925.00, excluding VAT.**

**Chairman's Proposal**

**All in favour, 1 abstention**

**FPR270/24**

**Southern Pathway Remedial Works Quotations**

It was clarified that this agenda item related to a section of pathway which was not the Southern Pathway Project but that of a new pathway linking the Priory Park overflow car park to the Skate Zone.

**Resolved: To recommend to Full Council that Infinity Playgrounds Ltd be appointed to install two areas of permeable surfacing at the pathway leading from the Priory Park overflow car park to the Skate Zone at a cost of £7,126.09, excluding VAT, to be taken from CIL Funding.**

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour**

**ACTION: Ensure contractor joins the Approved Contractors' List**

**ACTION: Executive Officer**

**ACTION: Estates Manager**

**FPR271/24**

**Quotations for Churchill Avenue Play Area Replacement Gates**

This was noted as an unbudgeted request for spending and the Committee would be encouraged to think carefully about planning ahead in September budget setting time for maintenance items.

**Resolved: To recommend to Full Council that Infinity Playgrounds Ltd be appointed to supply and install three replacement gates at the Churchill Avenue play area at a cost of £6,725.00, excluding VAT, to be taken from CIL Funding.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Executive Officer**

**FPR272/24**

**Quotations for Fencing at Albany Road Allotments**

The quotations and project aim were carefully considered. The contractors would be required to join our approved contractors list. A discount was requested to be applied for.

**Resolved: To recommend to Full Council that D Mooney Fencing Ltd be appointed to supply and install the fencing as tabled at the lower section of the Albany Road allotments at a cost of £3,800.00, excluding VAT, with the gates to be purchased by the Parish Council from First Fence Ltd at a cost of £2,487.15**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**All in favour**

**ACTION: Check for option for discount**

**ACTION: Ensure contractor joins the Approved Contractors' List**

**ACTION: Executive Officer**

**ACTION: Estates Manager**

**ACTION: Estates Manager**

**FPR273/24**

**Quotations for Change of Payment Processor for Jubilee Hall Car Park Ticket Machines**

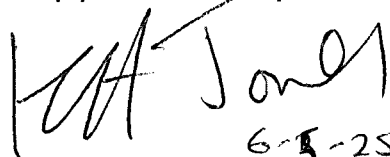
**Resolved: (for approval at Full Council)**

i) **To approve the action to give the required 3 month notice to Network Merchants (NMI) of the termination of the contract for the processing of card payment transactions for the Jubilee Hall car park**

ii) **To update the two Jubilee Hall car park ticket machines to hardware that will support the migration to Windcave for the processing of car payment transactions at a cost of £800, excluding VAT, (with ongoing associated fees of 14p per transaction processed).**

**Proposed: Cllr Pavey**

**Seconded: Cllr Marsh**

  
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All in favour

**ACTION: Executive Officer**

**FPR274/24**

**Montague Road Land Lease - Update**

A query was raised on the specific mapping for this agenda item so the matter was deferred to the next meeting in order for this to be clarified.

**FPR275/24**

**Meon Valley Bowls Club Lease – Draft and Update**

**Resolved: To approve the draft lease tabled and await a response from the MVBC before progressing it.**

**Proposed: Cllr Jones**

**Seconded: Cllr Pavey**

**All in favour**

**FPR276/24**

**Staffing Matters**

**i)**

**Salaries Review 2025/26**

**Resolved: To refer to Full Council for approval the salaries review as tabled, with minor amendments, and increases to national insurance contributions and pensions acknowledged, for implementation from 1<sup>st</sup> April 2025.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Executive Officer**

**ii)**

**Appraisals 2025**

**Resolved: To adopt the updated Appraisal Policy as tabled, with minor amendments.**

**Proposed: Cllr Williams**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: To circulate updated policy to all staff**

**ACTION: Executive Officer**

**iii)**

**Consultancy for HR Policies Review**

It was agreed that a professional HR consultant should review the key HR policies and Employment Contract once the working group had completed the initial review and update of such. The budget line set for such was noted.

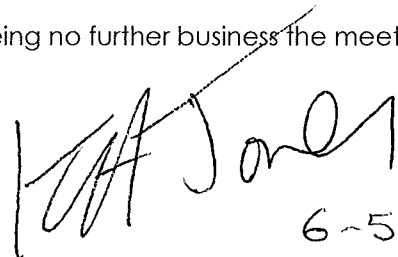
**Resolved: To appoint Kate Underwood HR Services for review of HR policies and Employment Contract at an initial cost of £440, excluding VAT.**

**Proposed: Cllr Jones**

**Seconded: Cllr Stallard**

**All in favour**

There being no further business the meeting ended at 9:18pm.



6-5-25