



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 6th May 2025 at 7pm.

Present: Cllr Jones Chairman of the Committee
Cllr Marsh
Cllr Nicholson
Cllr Stallard
Non-Committee Member: Cllr Webb Coopted for the Meeting
In Attendance: Mrs E McKenzie Executive Officer

Members of the Public: 1

- FPR277/24 To receive and accept apologies for non-attendance**
Cllr Homer – family commitment
Cllr Pavey – resigned from Council as of 6.5.25
Cllr Williams – work commitment
Resolved: To accept apologies for non-attendance and co-opt Cllr Webb as a substitute member of Committee for the evening
Proposed: Cllr Nicholson
Seconded: Stallard
All in favour
- FPR278/24 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda - None.**
- FPR279/24 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda - None.**
- FPR280/24 Public Session**
One member of the public present in relation to agenda item 12 – Bishop's Waltham Cricket Club.
- FPR281/24 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1st April 2025**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1st April 2025
Proposed: Cllr Marsh
Seconded: Cllr Stallard
All in favour who were at the meeting of 1st April 2025
- FPR282/24 Actions arising from the meeting of the Finance, Policy and Resources Committee – 1st April 2025**
The Executive Officer provided updates on actions in progress.
- FPR283/24 Report from Finance Manager**
The Finance Manager had offered her apologies for non-attendance at the meeting and her written report was duly noted.
- FPR284/24 Finance matters:**
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £63,084.24.
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour

ii) Bank Account Reconciliation Month 12

Resolved: to note the review of the Bank Account Reconciliations Month 12 by the Chairman.

Proposed: Cllr Marsh

Seconded: Cllr Stallard

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Stallard

Seconded: Cllr Nicholson

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

v) Ear Marked Reserves

Noted.

FPR285/24

Capital Control Report

Noted.

FPR286/24

Annual Investment Report 2024-35 and Reinvestment of Funds

The Annual Investment Report was duly deliberated and the relevant funds considered for reinvestment.

Resolved: to recommend to Full Council the reinvestment of £441,097.66 with Arbuthnot Latham for 3 months at 4%.

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

ACTION: Executive Officer

FPR287/24

Policy Review

Cllr Jones and Cllr Stallard provided an update on the progress of the review.

Resolved:

i) To meet as a working group at 6pm on Monday 13th May

ii) To divide up Cllr Pavey's workload and continue any outstanding work

iii) To send to the HR consultant for review and update

Proposed: Cllr Jones

Seconded: Cllr Stallard

All in favour

ACTION: Working Group / Executive Officer

FPR288/24

Bishop's Waltham Cricket Club – Lease Conditions regarding Storage

The report and correspondence were tabled and duly considered.

The member of the public spoke in reference to this matter noting that the Men's Shed items were mostly now cleared off site, the Bishop's Waltham In Bloom items had been listed for storage approval and the low numbers of volunteers was a concern in clearing the site to the Council's satisfaction. The Council noted that the clearance had been requested since November and needed to be adhered to. The Cricket Club Grounds Committee Chairman was requested to provide plans for a storage unit to be considered once the site had been rationalised of items.

Resolved: To refer to Full Council the recommendation to provide a skip for clearance of non-cricket related items during June 2025.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Working Group

The member of the public left the meeting after this agenda item.

- FPR289/24** **Friends of Bishop's Waltham Junior School Fireworks Event (Hoe Road Recreation Ground on Saturday 8th November 2025) Draft Licence and Fee**
The draft licence and related fee were duly considered.
Resolved: To approve the draft licence agreement for the usage of the Hoe Road Recreation Ground for the Friends of Bishop's Waltham Junior School on Saturday 8th November 2025, including the licence free of £235.80 (including VAT).
Proposed: Cllr Marsh
Seconded: Cllr Stallard
All in favour
- FPR290/24** **Actual Cost of Dual-Use Bins on Parish Council Land**
The costs tabled were considered as appropriate.
Resolved: To ratify the purchase of four new dual waste wheelie bins from Yellow Shield Ltd at a total cost of £188.00 (excluding VAT) and the associated fixing posts from Earth Anchors Ltd at a total cost of £536.00 (excluding VAT) and refer to Full Council.
Proposed: Cllr Jones
Seconded: Cllr Stallard
All in favour **ACTION: Executive Officer**
- FPR291/24** **Operational Spend on Clock Flower Bed Repairs and a Dual Waste Bin at Colville Drive Footpath**
The unbudgeted operational costs were duly considered and approved.
Resolved: To ratify the two operational spends tabled (Clock Flower Bed Repairs and a Dual Waste Bin at Colville Drive Footpath) and refer to Full Council
Proposed: Cllr Jones
Seconded: Cllr Webb
All in favour **ACTION: Executive Officer**
- FPR292/24** **Requests for future agenda items**
None at this time.
- FPR293/24** **Date of next meeting – Tuesday 3rd June 2025**
Noted.
- FPR294/24** **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.
- FPR295/24** **Debtors' List**
Noted. Finance Manager to explain report to confirm all matters in hand.
ACTION: Finance Manager
- FPR296/24** **Well House**
Cllr Jones provided an update on the sale with information from the Estate Agent and Conveyancing Team.
Resolved: To refer to Full Council the recommendation to pursue the purchaser for action and consider putting the property back on the market if no response following.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION: Executive Officer**
- FPR297/24** **Meon Valley Bowls Club Lease – Draft and Update**
The Executive Officer reported that the draft lease, approved by this Committee 1.4.25, had been passed to the club in mid-March and a response had been requested.
- FPR298/24** **Land Transfers**
1. Bishop's Meadow
The land transfer tabled regarding open space at Bishop's Meadow was duly deliberated.
Resolved:

- i) To refer the matter to Full Council whether or not to discard the offer or accept the transfer of open space at Bishop's Meadow.
 - ii) To ask Bargate for a maintenance fund for the oak tree line at Bishop's Meadow.
- Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour.
- ACTION: Executive Officer**

2. Albany Wood

The paper tabled highlighted the progress in the transfer and the list of remedial works being addressed.

FPR299/24

Quotations for Priory Park Football Pitches Drainage Works

The recommendation from the Halls and Grounds Committee was considered.

Resolved: To recommend to Full Council the ratification of the appointment of PJ and CM Froud Ltd to undertake the required drainage works on the Priory Park football pitches at the cost of £15,275.00, excluding VAT.

Chairman's Proposal

All in favour.

ACTION: Committees Officer

FPR300/24

Staffing Matters

i) Appraisals 2025

The staff appraisals had all been completed and any matters arising would be considered within the next Staffing Sub-Committee meeting.

ii) Confidential Staffing Matter

An update was provided and clarification of the insurance costs tabled requested.

Resolved: To note current position and clarify insurance costs tabled.

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

ACTION: Finance Manager

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