



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 1st July 2025 at 7pm.

Present:

Cllr Homer	Vice Chairman of the Committee
Cllr Jones	Chairman of the Committee (and Rep for P&H)
Cllr Marsh	(Representative for CEC and WHCMC)
Cllr Nicholson	
Cllr Williams	(Representative for WHCMC)

Non-Committee Member: Cllr Conduct Coopted for the Meeting

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR29/25 To receive and accept apologies for non-attendance

Cllr Webb – family commitment

Resolved: To accept apologies for non-attendance and co-opt Cllr Conduct as a substitute member of Committee for the evening

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

FPR30/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda - None.

FPR31/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda – None.

FPR32/25 Public Session
No members of the public present.

FPR33/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 3rd June 2025
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 3rd June 2025
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour who were at the meeting of 3rd June 2025

FPR34/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 3rd June 2025
The Executive Officer provided updates on actions in progress.

FPR35/25 Report from Finance Manager
The Finance Manager highlighted the matter of the West Hoe Cemetery Management Committee financial review and explained that a report would follow a scheduled meeting later this month.

FPR36/25 Finance matters:
i) Payments Schedule
Resolved: to approve the payments tabled to a total amount of £92,721.47.
Proposed: Cllr Williams
Seconded: Cllr Nicholson
All in favour

ii) Bank Account Reconciliation Month 1

Resolved: to note the review of the Bank Account Reconciliations Month 2 by the Chairman.

Proposed: Cllr Marsh

Seconded: Cllr Homer

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour

v) Ear Marked Reserves

Noted.

FPR37/25

Capital Control Report

Noted.

FPR38/25

Policy Review - Update

Resolved:

i) To approve the recommendations made to the model contract by the HR consultant and confirm the changes to be actioned within the cost for the review.

ii) To approve the review of the 14 HR policies by Kate Greenwood HR to the maximum cost of £550 + VAT as advised as a fixed-fee cap.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

FPR39/25

Work Experience Placement

Resolved: To approve the work placement of a Swanmore College student for a week commencing 14th July 2025

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

FPR40/25

Delivery Network Operator Fee for Additional Batteries to Accompany Jubilee Hall Solar Panels

Resolved: to ratify the payment of £300.00 (no VAT was applied) to Cinergi Ltd for the fee charged by the DMO to inspect the additional batteries installed at the Jubilee Hall to store electricity generated by the solar panels, and refer to Full Council

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer

FPR41/25

Requests for future agenda items

DBS checks.

Part time caretaker contract

FPR42/25

Date of next meeting – Tuesday 5th August 2025

Noted.

FPR43/25

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.

FPR44/25

Debtors' List

Noted. The Finance manager provided explanations on the report's data.

FPR45/25

Well House

Ratification of sale price resolved at the Extra Ordinary meeting of 20.6.25 duly noted.

FPR46/25

Meon Valley Bowls Club Lease – Draft and Update

Noted.

FPR47/25

Land Transfers

The currently progressing land transfers at Bishop's Meadow and Albany Wood were discussed.

Resolved: To ratify the decision to proceed as advised by the Solicitor to remove the option clause, in the S106 agreement for Bishop's Meadow, as agreed with Bargate Homes.

Proposed: Cllr Jones

Seconded: Cllr Homer

All in favour

The ongoing snagging list on the Albany Wood site was noted and further chases to be actioned.

ACTION: Liaise with Crest Nicholson representative ACTION: Executive Officer

FPR48/25

Papers from the Halls and Grounds Committee:-

i) Quotations for the Replacement of Front and Rear Playroom Flooring in the Coronation Hall

The recommendation from the Halls and Grounds Committee was duly considered. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved: To approve the appointment of Tony Robb to supply and install replacement flooring in both the front and rear playrooms in the Coronation Hall at a cost of £3,625.00, excluding VAT.

Proposed: Cllr Williams

Seconded: Cllr Nicholson

All in favour.

ACTION: Estates Manager

ii) Quotations for Cleaning of the Jubilee Hall Stage Curtains

The recommendation from the Halls and Grounds Committee was carefully deliberated. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved: To approve the appointment of Camstage to remove, clean and treat the curtains offsite, prior to their reinstallation at a cost of £2,636.52, including VAT.

Proposed: Cllr Homer

Seconded: Cllr Conduct

All in favour.

ACTION: Estates Manager

iii) Quotations for Tractor

The recommendation from the Halls and Grounds Committee was duly deliberated. As a budgeted item above £5,000.00, this appointment was further recommended by Committee then referred to Full Council for final approval. The funds for this project were considered as due from ear marked reserves but could be classed as for Albany Wood open space maintenance and draw money from that reserve. The Finance Manager would consider options and refer costing suggestions to Full Council.

Resolved: To recommend the purchase of an Iseki TG6687 67hp (with 7 front weights) tractor from T H White at a cost of £36,457.00 excluding VAT and refer to Full Council for approval.

Proposed: Cllr Homer

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer / Finance Manager

iv) Quotations for Repairs to Hoe Road Recreation Ground Track

The recommendation from the Halls and Grounds Committee was duly deliberated. As an unbudgeted item, the Committee considered the transfer of funds from budgeted drainage works at Hoe Road Recreation Ground to address this alternative issue at the site. It was noted that the drainage works suggested were fully investigated before the resurfacing was scheduled in case the road needed digging up to undertake such drainage works.

Resolved: To approve the appointment of Meon Valley Surfacing to undertake remedial works on the track at Hoe Road Recreation Ground at a cost of £2,750.00 excluding VAT, but to ensure drainage works investigation is undertaken before this project to avoid duplicate works on the same site.

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour.

ACTION: Estates Manager

v) Cost of Remaining Gates and Fencing Work for Albany Road Allotments

The recommendation from the Halls and Grounds Committee was duly considered. As a budgeted item below £5,000.00, this item was approved by Committee without the further need to refer to Full Council.

Resolved:

i) To ratify the purchase of additional gates and locks from First Fence Ltd to the value of £1,652.79 plus a £90 delivery charge and to refer to Full Council for their ratification.

ii) To ratify the appointment of D.Mooney to install the additional gates and fencing at the cost of £400.00, excluding VAT and to refer to Full Council for their ratification.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour.

ACTION: Estates Manager

FPR49/25

Quotations for Event Gazebo

The recommendation from the Community and Environment Committee was duly considered. As a £500 budgeted purchase that exceeded this price, this item was approved by Committee without the further need to refer to Full Council. The recommendation was made to use the wording 'Bishop's Waltham Council' to future proof the item.

Resolved: To approve the purchase of a midnight blue gazebo from UK Tents, with the Paish Council's logo on the front panel of the canopy and 'Bishop's Waltham Council' written on the front valance, with detachable wall panels (with windows if possible) at a total cost of £635.83 excluding VAT and refer to Full Council.

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour.

ACTION: Marketing, Communications and Events Manager

FPR50/25

Papers from the Planning and Highways Committee:-

i) Cost for the HCC Licence for Consent to Cultivate the Public Highway

The recommendation from the Planning and Highways Committee was duly considered. As an unbudgeted item, this item was recommended by Committee and referred to Full Council for ratification.

Resolved: To ratify the cost of £230.50 for the HCC licence, for a period of three years, as consent to cultivate the public highway in partnership with Bishop's Waltham in Bloom and refer to Full Council.

Proposed: Cllr Williams

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

ii) Quotation for Provision and Installation of Speed Indicator Poles from HCC

The recommendation from the Planning and Highways Committee was discussed. As a budgeted item from the previous year with a grant awarded, this item was recommended by Committee and referred to Full Council for approval to draw funds back from general reserves for this spend.

Resolved: To approve the quotation from HCC for provision and installation of the poles for the speed indicator devices at a cost of £2,253.53 (including 15% admin fee) and refer to Full Council for approval of funding stream.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

FPR51/25

Staffing Matters

An update was provided and noted by Committee.

There being no further business the meeting ended at 7:52pm.