



**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 5<sup>th</sup> August 2025 at 7pm.**

<b>Present:</b>	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 Webb	(Representative for H&G)
	Cllr Williams	(Representative for WHCMC)
Non-Committee Member:	Cllr Conduct	Coopted for the Meeting
<b>In Attendance:</b>	Mrs H Fisher	Finance Manager
	Mrs E McKenzie	Executive Officer
<b>Members of the Public:</b>	0	
<b>FPR52/25</b>	<b>To receive and accept apologies for non-attendance</b> <b>Resolved: To note no apologies for non-attendance and co-opt Cllr Conduct as a member of Committee for the evening</b> <b>Proposed: Cllr Homer</b> <b>Seconded: Cllr Webb</b> <b>All in favour</b>	
<b>FPR53/25</b>	<b>To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda</b> None.	
<b>FPR54/25</b>	<b>To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda</b> None.	
<b>FPR55/25</b>	<b>Public Session</b> No members of the public present.	
<b>FPR56/25</b>	<b>To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> July 2025</b> <b>Resolved: to approve minutes of the Finance, Policy and Resources Committee – 1<sup>st</sup> July 2025</b> <b>Proposed: Cllr Marsh</b> <b>Seconded: Cllr Conduct</b> <b>All in favour who were at the meeting of 1<sup>st</sup> July 2025</b>	
<b>FPR57/25</b>	<b>Actions arising from the meeting of the Finance, Policy and Resources Committee – 1<sup>st</sup> July 2025</b> The Executive Officer provided updates on actions in progress.	
<b>FPR58/25</b>	<b>Report from Finance Manager</b> Annual staff pay award acknowledged and noted as well within budget. Annual Governance and Accountability Return (AGAR) queries to be responded to.	
<b>FPR59/25</b>	<b>Finance matters:</b> <b>i) Payments Schedule</b> The Finance Manager explained the Business Stream costing as due to a leak at Priory Park Clubhouse which had now been addressed.	

**Resolved: to approve the payments tabled to a total amount of £77,944.20.**

**Proposed: Cllr Williams**

**Seconded: Cllr Webb**

**All in favour**

**ii) Bank Account Reconciliation Month 3**

**Resolved: to note the review of the Bank Account Reconciliations Month 3 by the Chairman.**

**Proposed: Cllr Conduct**

**Seconded: Cllr Marsh**

**All in favour**

**iii) Parish Council Balance Sheet**

**Resolved: to note the Parish Council Balance Sheet**

**Proposed: Cllr Nicholson**

**Seconded: Cllr Williams**

**All in favour**

**iv) Income and Expenditure Forecast**

**Resolved: to note the Income and Expenditure Forecast**

**Proposed: Cllr Marsh**

**Seconded: Cllr Conduct**

**All in favour**

**v) Ear Marked Reserves**

**Noted.**

**FPR60/25**

**Capital Control Report**

**Noted.**

**FPR61/25**

**Annual Governance and Accountability Return (AGAR) Assertion 10**

The Finance Manager explained the detail of the AGAR's new Assertion 10 requirements and a suitable audit to be undertaken to confirm all necessary procedures were in place. The Executive Officer confirmed current processes in place and training for all would be arranged for Autumn 2025.

**Resolved: To carry out a council-wide audit of 'personal data', risk assess all personal data processed by the council, confirm data protection and information compliance policies are in place and appropriate and put in place regular relevant data protection training for council staff and councillors. The example IT Policy provided by the Government Digital Service was adopted as a Bishop's Waltham Parish Council IT Policy going forward.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Finance Manager / Executive Officer**

**FPR62/25**

**Appointment of Internal Auditor**

The cost of £960.00 for the internal audit arrangements by April Skies Accounting and consideration of the effectiveness of the audit arrangements, independence, and competence of the internal auditor selected and the details of the scope of the audit was duly deliberated.

**Resolved: To recommend to Full Council the approval of the cost of £960.00 for the internal audit arrangements by April Skies Accounting and confirmation of the effectiveness of the audit arrangements, independence, and competence of the internal auditor selected and the details of the scope of the audit.**

**Proposed: Cllr Jones**

**Seconded: Cllr Marsh**

**All in favour**

**ACTION: Finance Manager / Executive Officer**

<b>FPR63/25</b>	<b>Earmarked Reserves (EMR) Movements</b> The Finance Manager explained the proposed EMR movements tabled. <b>Resolved: To approve the EMR movements as tabled.</b> <b>Proposed: Cllr Williams</b> <b>Seconded: Cllr Webb</b> <b>All in favour</b>	<b>ACTION: Finance Manager</b>
<b>FPR64/25</b>	<b>Reinvestment of Funds</b> The opportunity to reinvest funds and to invest additional funding was carefully considered. <b>Resolved: To recommend to Full Council to approve the reinvestment of £445,100.17 of funds held with Arbutnot Latham and an additional investment of £184,554.10 of funds currently held with Unity Trust Bank with Arbutnot Latham for 3 months at 3.4%. Making the total investment £629,654.27</b> <b>Proposed: Cllr Jones</b> <b>Seconded: Cllr Nicholson</b> <b>All in favour</b>	<b>ACTION: Executive Officer</b>
<b>FPR65/25</b>	<b>Terms of Reference for the Staffing Sub-Committee</b> <b>Resolved: To approve the Staffing Sub-Committee Terms of Reference as tabled.</b> <b>Proposed: Cllr Jones</b> <b>Seconded: Cllr Nicholson</b> <b>All in favour</b>	
<b>FPR66/25</b>	<b>Retention of Documents</b> The standard NALC Advice Note was tabled and considered appropriate. <b>Resolved: To approve the NALC Retention of Documents procedure as tabled.</b> <b>Proposed: Cllr Jones</b> <b>Seconded: Cllr Homer</b> <b>All in favour</b>	<b>ACTION: Executive Officer</b>
<b>FPR67/25</b>	<b>Health and Safety Policies</b> It was noted that the Committee Chairman, Executive Officer, Projects Manager and Estates Manager had reviewed the document and offered suggestions for amendments. A notice of consultancy service details should be clearly displayed in PC venues. <b>Resolved:</b> <ul style="list-style-type: none"> <li>i) <b>To ensure the H&amp;S Consultant makes amendments as suggested and returns the document for final approval</b></li> <li>ii) <b>To approve the renewal of the H&amp;S Consultancy Services for 2025/6 at a cost of approximately £475 per annum.</b></li> </ul> <b>Proposed: Cllr Jones</b> <b>Seconded: Cllr Webb</b> <b>All in favour</b>	<b>ACTION: Executive Officer</b>
<b>FPR68/25</b>	<b>Requests for future agenda items</b> Well House – update on sale progression Budget setting procedure to be tabled.	
<b>FPR69/25</b>	<b>Date of next meeting – Tuesday 2<sup>nd</sup> September 2025</b> Noted.	
<b>FPR70/25</b>	<b>Motion for confidential business:</b> The Chairman then moved: <b>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.</b>	
<b>FPR71/25</b>	<b>Debtors' List</b> Noted. The Finance manager provided explanations on the report's data.	

<b>FPR72/25</b>	<p><b>Flowplates Order</b> The matter arising was duly discussed. <b>Resolved:</b> i) To pursue the debt through the Small Claims process, after 11.8.25, and report the company to Trading Standards ii) To refer the Purchase of Replacement Cartridges and Signage to the H&amp;G Committee. <b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Williams <b>All in favour.</b></p>	<b>ACTION: Finance Manager / Estates Manager</b>
<b>FPR73/25</b>	<p><b>Meon Valley Bowls Club Lease – Final Version</b> <b>Resolved:</b> To recommend to Full Council to approve the final version of the Meon Valley Bowls Club lease as prepared by the Hampshire Legal Solicitor <b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Conduct <b>All in favour.</b></p>	<b>ACTION: Executive Officer</b>
<b>FPR74/25</b>	<p><b>Land Transfers</b> No progress had been made this month with land transfers at Bishop's Meadow and Albany Wood.</p>	
<b>FPR75/25</b>	<p><b>Cost of Purchase of Wheelchair to be Stored at the Jubilee Hall</b> <b>Resolved:</b> To recommend to Full Council to ratify the unbudgeted purchase of a CareCo Aluminium Traveller wheelchair from CareCo (UK) Limited at a cost of £169.99 excluding VAT. <b>Proposed:</b> Cllr Marsh <b>Seconded:</b> Cllr Conduct <b>All in favour.</b></p>	<b>ACTION: Executive Officer</b>
<b>FPR76/25</b>	<p><b>Quotations for Section of Priory Park Ecological Survey</b> The quotations were duly considered. <b>Resolved:</b> To recommend to Full Council to approve the appointment of South Coast Ecology to undertake an ecology survey for the Priory Park Clubhouse site. <b>Proposed:</b> Cllr Jones <b>Seconded:</b> Cllr Marsh <b>All in favour.</b></p>	<b>ACTION: Executive Officer</b>
<b>FPR77/25</b>	<p><b>Quotations for Hire of Hedge Work Machinery</b> The quotations tabled were carefully deliberated. <b>Resolved:</b> To approve the supplier as Peter Crosswell for the hire of a tractor and cutter for up to two weeks at a cost of £2,500.00, plus an insurance cost (<i>delegated for approval to the Committee Chairman and Executive Officer</i>). <b>Proposed:</b> Cllr Nicholson <b>Seconded:</b> Cllr Williams <b>All in favour</b></p>	<b>ACTION: Estates Manager / Finance Manager</b>
<b>FPR78/25</b>	<p><b>Quotations for Relining works in the Jubilee Hall Car park</b> The quotations were duly deliberated. Estates Manager to supply needed paperwork from contractor. <b>Resolved:</b> To recommend to Full Council to approve the appointment of M&amp;B Road Marking to complete the relining works at Jubilee Hall car park at a cost of £1,050.00 excluding VAT. <b>Proposed:</b> Cllr Marsh <b>Seconded:</b> Cllr Webb <b>All in favour.</b></p>	<b>ACTION: Executive Officer</b>
<b>FPR79/25</b>	<p><b>Cost of Skip for Albany Road Cricket Ground</b> <b>Resolved:</b> To recommend to Full Council to ratify the unbudgeted cost for a skip supplied for the clearance work at Albany Road Cricket Ground by Ace Liftaway Limited at a cost of £486.00, excluding VAT. <b>Proposed:</b> Cllr Conduct</p>	

**Seconded: Cllr Williams**  
**All in favour.**

**ACTION: Executive Officer**

**FPR80/25      Staffing Matters**

**1. Work Experience Placements**

The two work experience placement students from Swanmore College were a great asset to the PC team and this should be considered as a valuable opportunity for both sides.

**2. Training/Continued Professional Development Update and Staffing Achievements**

Paper tabled noted.

**3. Staff Training and Development Needs**

Paper tabled noted.

**4. Confidential Staffing Matter**

The Finance Manager provided an update to which the Committee were not minded to respond to.

There being no further business the meeting ended at 7:58pm.