



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 2nd September 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 Webb	

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR81/25 To receive and accept apologies for non-attendance

Cllr Conduct – family commitments

Cllr Homer – work commitments (arrived at 7:07pm)

Cllr Williams – work commitments

Resolved: To note no apologies for non-attendance

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

FPR82/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR83/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR84/25 Public Session

No members of the public present.

FPR85/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 5th August 2025

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 5th August 2025

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour who were at the meeting of 5th August 2025

FPR86/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 5th August 2025

The Executive Officer provided updates on actions in progress.

The movement of ear marked reserves had been completed as had correspondence relating to Flowplates. The insurance was in place for the annual hedge cutting due this month. The need for a new health and safety consultant was noted as a future agenda item.

Cllr Homer arrived at 7:07pm

FPR87/25 Report from Finance Manager

Noted.

FPR88/25

Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £71,794.33.

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

ii) Bank Account Reconciliation Month 4

Resolved: to note the review of the Bank Account Reconciliations Month 4 by the Chairman.

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

v) Ear Marked Reserves

Noted.

FPR89/25

Capital Control Report

Noted.

FPR90/25

Parish Council Budget Setting 2026-27

The Finance Manager reminded the Committee of the usual timeframe for budget setting.

Resolved:

i) To advise the Committees of the timeline for budget setting.

ii) All Salaries and their associated costs will be recommended to the F,P&R Committee by the Staffing Sub-Committee.

iii) Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.

iv) To agree the working group for this Committee as Cllr Jones, Cllr Homer, the Finance Manager and Committee Clerk, and to arrange date for the first meeting.

Proposed: Cllr Jones

Seconded: Cllr Nicholson

All in favour

ACTION: Finance Manager / Executive Officer

FPR91/25

Purchase of Software

The paper tabled was duly considered.

Resolved: To approve the purchase of an annual starter plan for Loomly at a cost of £285.06 and a starter plan for Flipping Books at a cost of £38 per month.

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

ACTION: Finance Manager/ MC&E Manager

FPR92/25

Requests for future agenda items

New Health and Safety Consultant – quotations and contracts

Draft Budget Plan for FP&R

FPR93/25

Date of next meeting – Tuesday 7th October 2025

Noted.

- FPR94/25** **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.
- FPR95/25** **Debtors' List**
The Finance manager reported back on the list tabled and noted as all in hand.
- FPR96/25** **Well House - Update**
The update provided was noted with the next visit to progress the sale recorded as on 3.9.25.
- FPR97/25** **South Pond Fishing Rights Lease – Lease Renewal and Quotation for Legal Fees**
The paper tabled was discussed but an estimation of maintenance costs for the next lease period was requested. It was acknowledged that the South Pond was a popular amenity feature for the community but the usage for fishing was queried in line with high costs of pond maintenance. It was suggested that the Fishing Club attend a meeting to share maintenance costs anticipated and provide details on club membership. The matter was to be deferred and referred to full Council for further deliberation.
ACTION: Schedule a meeting with Bishop's Waltham Parish Fishing Club
ACTION: Executive Officer
- FPR98/25** **Quotations for Remedial Work to Southern Shared Pathway in Priory Park**
The quotations were duly considered.
Resolved: To recommend to Full Council to approve the appointment of Infinity Playgrounds Ltd to undertake the repair to the last remaining damaged section of the Southern Shared Pathway in Priory Park at a cost of £3,990.04, excluding VAT.
Proposed: Cllr Webb
Seconded: Cllr Nicholson
All in favour. **ACTION: Executive Officer**
- FPR99/25** **Quotations for the Purchase of a New Mowing Deck**
The matter was tabled was much deliberation.
Resolved: To recommend to Full Council to approve the purchase of a Trimax Procut 237 Roller Mower be purchased from Mike Garwood Ltd at a cost of £9,300.00, excluding VAT, conditional upon confirmation of a comparable warranty period.
Proposed: Cllr Jones
Seconded: Cllr Marsh
3 in favour, 1 abstention, 1 objection **ACTION: Executive Officer**
- FPR100/25** **Staffing Matters**
The papers tabled were duly considered.
Resolved:
i) To schedule a Staffing Sub-Committee meeting for September
ii) To defer the matter of Sunday work duties until March 2026
iii) To approve costs tabled
Proposed: Cllr Jones
Seconded: Cllr Webb
All in favour **ACTION: Executive Officer/Finance Manager**

There being no further business the meeting ended at 8:10pm.