



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 7th October 2025 at 7pm.

Present:

Cllr Conduct	
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	

In Attendance:

Mrs H Fisher	Finance Manager
Mrs E McKenzie	Executive Officer

Members of the Public: 0

FPR101/25 To receive and accept apologies for non-attendance

Cllr Homer - indisposed

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Webb

All in favour

FPR102/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda

None.

FPR103/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda

None.

FPR104/25 Public Session

No members of the public present.

FPR105/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 2nd September 2025

Resolved: to approve minutes of the Finance, Policy and Resources Committee – 2nd September 2025

Proposed: Cllr Marsh

Seconded: Cllr Webb

All in favour who were at the meeting of 2nd September 2025

FPR106/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 2nd September 2025

The Executive Officer provided updates on actions in progress.

FPR107/25 Report from Finance Manager

Noted.

FPR108/25 Finance matters:

i) Payments Schedule

Resolved: to approve the payments tabled to a total amount of £93,761.29

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour

ii) Bank Account Reconciliation Month 5

Resolved: to note the review of the Bank Account Reconciliations Month 5 by the Chairman.

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

iii) Parish Council Balance Sheet

Resolved: to note the Parish Council Balance Sheet

Proposed: Cllr Williams

Seconded: Cllr Jones

All in favour

iv) Income and Expenditure Forecast

Resolved: to note the Income and Expenditure Forecast

Proposed: Cllr Webb

Seconded: Cllr Nicholson

All in favour

v) Ear Marked Reserves

Noted.

FPR109/25

Capital Control Report

Noted.

FPR110/25

Annual Governance and Accountability Return 2024/25

The Annual Governance and Accountability Return 2024/25 was carefully considered.

A much acknowledged thank you was given to the Finance Manager for her diligent work on this annual report.

Resolved: To note the due consideration of Committee of the Annual Governance and Accountability Return 2024/25 and refer to Parish Council for final approval.

Proposed: Cllr Jones

Seconded: Cllr Conduct

All in favour

ACTION: Executive Officer

FPR111/25

Parish Council Budget Setting 2026-27

The Finance Manager explained that the committee working groups had scheduled in their budget meetings during October and a first draft would be presented at the next F,P&R Committee meeting.

FPR112/25

Requests for future agenda items

- Draft Budget
- Parish Council Insurance
- Health and Safety Consultancy
- Staffing Sub-Committee Meeting Minutes

FPR113/25

Date of next meeting – Tuesday 4th November 2025

Noted.

FPR114/25

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.

FPR115/25

Debtors' List

The Finance Manager explained the report tabled with no notable issues arising.

FPR116/25

Remedial Works to Priory Park Clubhouse Showers

The matter was duly considered.

Resolved: To recommend to Full Council to ratify the appointment of Regal Environmental Ltd to undertake the remedial works to Priory Park Clubhouse showers at a cost of £395.00, excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour.

ACTION: Executive Officer

FPR117/25

Additional Dual-Use Bin at the Jubilee Hall Added to Current Service Contract

The matter was duly deliberated.

Resolved: To recommend to Full Council to ratify the additional expenditure of £6.41 per week for the emptying of the Council's dog waste and dual-use bins by IDVerde.

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

ACTION: Executive Officer

FPR118/25

Staffing Matters

The paper tabled was duly noted.

Resolved:

- i) To formally acknowledge that the staffing matter discussed is now closed.**
- ii) To ensure all required paperwork is signed and filed in accordance with legal and GDPR regulations.**

Proposed: Cllr Jones

Seconded: Cllr Williams

All in favour

ACTION: Executive Officer

There being no further business the meeting ended at 7:26pm.