



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 4th November 2025 at 7pm.

Present:

Cllr Conduct	
Cllr Homer	
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

- FPR119/25 To receive and accept apologies for non-attendance**
None – all councillors present.
- FPR120/25 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda**
None.
- FPR121/25 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda**
None.
- FPR122/25 Public Session**
No members of the public present.
- FPR123/25 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 7th October 2025**
Resolved: to approve minutes of the Finance, Policy and Resources Committee – 7th October 2025
Proposed: Cllr Conduct
Seconded: Cllr Marsh
All in favour who were at the meeting of 7th October 2025
- FPR124/25 Actions arising from the meeting of the Finance, Policy and Resources Committee – 7th October 2025**
The Executive Officer provided updates on actions in progress.
- FPR125/25 Report from Finance Manager**
Noted.
- FPR126/25 Finance Matters:**
- i) Payments Schedule**
Resolved: to approve the payments tabled to a total amount of £108,842.20
Proposed: Cllr Webb
Seconded: Cllr Marsh
All in favour
- ii) Bank Account Reconciliation Month 6**
Resolved: to note the review of the Bank Account Reconciliations Month 6 by the Chairman.

Proposed: Cllr Conduct
Seconded: Cllr Jones
All in favour

iii) Parish Council Balance Sheet
Resolved: to note the Parish Council Balance Sheet
Proposed: Cllr Marsh
Seconded: Cllr Homer
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.

FPR127/25 Capital Control Report
Noted.

FPR128/25 Well House - Update
Noted. Thanks given to the Executive Officer, Finance Manager and working group for their dedication to seeing this project through to its successful completion.

FPR129/25 Reinvestment of Funds
The Finance Manager presented her recommendation for reinvestment of funds which was duly considered. To benefit from the best rate, it was agreed to approve this reinvestment for immediate action and for Full Council to ratify this resolution.
Resolved: to approve the reinvestment of £834,891.62 with Arbuthnot Latham for 3 months at 3.3%
Proposed: Cllr Jones
Seconded: Cllr Nicholson
All in favour **ACTION: Executive Officer/ Finance Manager**

FPR130/25 Council Insurance Policy 2025/26
The Finance Manager explained the process followed in gathering quotations from insurance brokers and her recommendations, as summarised, were duly deliberated.
Resolved: to approve the appointment of James Hallam (Independent Brokers) for a period of three years (£12,405.65 per annum) with added cyber insurance at a cost of £1058.00 per annum.
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION: Executive Officer**

FPR131/25 Parish Council Draft Budget Setting and Precept for 2026/27
The Finance Manager tabled the many spreadsheets detailing the draft budget for 2026/7. This was carefully considered by the Committee members. With some spending increases beyond Council control, it was noted that the budget represented good value for residents in keeping up high standards of services for the town.
Resolved: to recommend the draft budget and precept request tabled to Full Council for its further consideration
Proposed: Cllr Jones
Seconded: Cllr Marsh
All in favour **ACTION: Executive Officer**

FPR132/25 Requests for future agenda items
Budget

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| FPR133/25 | Date of next meeting – Tuesday 2 nd December 2025 - Noted. |
| FPR134/25 | <p>Motion for confidential business: The Chairman then moved:</p> <p>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.</p> |
| FPR135/25 | <p>Debtors' List</p> <p>The Finance Manager explained the report tabled with no notable issues arising.</p> |
| FPR136/25 | Quotations for Health and Safety Consultancy - Item withdrawn as quotations not yet collated. |
| FPR137/25 | <p>Quotations for Remedial Works to the Pondside Lane Bridleway</p> <p>The quotations were duly considered but it was felt that there were variants in the quotes and the replies differed in depths and materials. As the works were unbudgeted, it was felt that this project should be referred back to the Halls and Grounds Committee to gain clarity on the specification, gain further quotations if appropriate and defer the spend until Spring 2026 when further spend available, grants applied for and ground conditions more favourable.</p> <p>ACTION: Refer back to H&G Committee ACTION: Executive Officer</p> |
| FPR138/25 | <p>Quotations for Replacement Screen for a Jubilee Hall Car Ticket Machine</p> <p>The matter was duly deliberated and agreed as a necessary spend.</p> <p>Resolved: To recommend to Full Council that a replacement screen be purchased for the ticket machine located at the rear of the Jubilee Hall car park at a total cost of £554.62, excluding VAT.</p> <p>Proposed: Cllr Jones</p> <p>Seconded: Cllr Conduct</p> <p>All in favour ACTION: Executive Officer</p> |
| FPR139/25 | <p>Quotations for a New Electricity Contract for Parish Council Buildings</p> <p>The matter was carefully considered and it was recognised that prices changed regularly so delegated authority would be needed to confirm the best pricing with a reputable company.</p> <p>Resolved: To recommend to Full Council that delegated authority be given to the Estates Manager, Finance Manager and Finance, Policy and Resources Chairman to accept the best value electricity supplier for each of the Parish Council's sites, for one-year electricity contracts (with the exception of the Jubilee Hall that would be considered later in December).</p> <p>Proposed: Cllr Williams</p> <p>Seconded: Cllr Nicholson</p> <p>All in favour ACTION: Executive Officer</p> |
| FPR140/25 | <p>Invoice for Installation of Ground Sockets for Speed Indicator Poles</p> <p>The work was noted as already completed and therefore ratification was required for this necessary spend that had gone over the originally agreed budget.</p> <p>Resolved: To ratify the spend of £759.59 to Hampshire County Council for the installation of ground sockets for Speed Indicator Poles and refer to Full Council for final ratification.</p> <p>Proposed: Cllr Conduct</p> <p>Seconded: Cllr Williams</p> <p>All in favour ACTION: Executive Officer</p> |
| FPR141/25 | <p>Staffing Matters</p> <p>The papers tabled as recommendations from the Staffing Sub-Committee were duly considered.</p> <p>Resolved:</p> <ul style="list-style-type: none"> i) To approve the pay scales tabled ii) To approve the draft budgeted staffing remuneration figures tabled <p>Proposed: Cllr Jones</p> <p>Seconded: Cllr Webb</p> <p>All in favour ACTION: Finance Manager</p> |