



**Bishop's Waltham Parish Council.
NOTICE OF A MEETING OF
BISHOP'S WALTHAM PARISH COUNCIL**

I hereby give you notice that a **MEETING of the PARISH COUNCIL** will be held at **7.00pm** in the Jubilee Hall, Little Shore Lane on Tuesday 9th July 2024.
Dated this 2nd July 2024.

EMcKenzie
Executive Officer

**The meeting will be open to the press and public unless the Council direct otherwise.
All papers/reports are available from the Council offices
(except where classified as confidential).**

Business to be transacted

1. To receive and accept apologies for non-attendance
2. To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda
3. To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda
4. Public Session – to last no longer than 30 minutes - *for information*
5. To receive the reports from the County Council and District Council Representatives
6. To receive the Minutes of the Committees of the Parish Council
7. To approve the Minutes of the Meeting 11th June 2024
8. Actions arising from the minutes of the meeting of 11th June 2024 - *for information*
9. To receive current financial statement and balance sheet
10. Financial Regulations – *for approval*
11. Update to Standing Orders' Terms of Reference in relation to Financial Regulations – *for approval*
12. Commercial and Agricultural Vehicle Insurance – *for consideration and approval*
13. Rural Market Town Group Membership – *for consideration*
14. Working Groups Terms of Reference – *for information*
15. Planning Applications:
To ratify the recommendations from the Planning & Highways Committee
16. HCC 'Future Services' Consultation Summary – *for consideration*
17. Memorial Tree and Bench Policy – *for information*
18. Chairman's report - *for information only*



19. Councillors' and Clerk's reports – *for information only*
20. CSO Report – *for information only*
21. Councillors' Surgery – Report and Future Meetings – *for consideration*
22. Requests for future agenda items - *for information only*
23. Date of next meeting – 13th August 2024
24. Motion for confidential business:

**The following motion will be moved on the completion of the above business:
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.**

25. Staffing Matters – *for consideration*
26. Quotations For Pipe Replacement Under Priory Park Overflow Car Park – *for approval*
27. Draft Invitation to Tender for Priory Park overflow car park – *for approval*



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Acceptance of Committee Minutes

Since the last Parish Council meeting (11th June 2024) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy & Resources Committee	4.6.24
Halls & Grounds Committee	21.5.24
Community & Environment Committee	28.5.24
Planning & Highways Committee	28.5.24

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Tuesday 11th June 2024 at The Jubilee Hall
commencing at 7pm

Present:

Cllr Conduct	
Cllr Homer	Newly Co-opted Member
Cllr Jelf	
Cllr Jones	
Cllr Marsh	
Cllr Nicholson	Chair of the Council
Cllr Pavey	
Cllr Smith	
Cllr Stallard	
Cllr Webb	
Cllr Wilson	
Cllr Wood	

Cllr Miller WCC Councillor

In attendance: Mrs E McKenzie Executive Officer

Members of the public: 2

PC42/24 To receive and accept apologies for non-attendance

Cllr Jelf – Family Commitments – due to arrive to the meeting slightly later than 7pm

Cllr Latham – Work Commitments

Cllr Williams – Work Commitments

Resolved: to accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Pavey

All in favour

PC43/24 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None.

PC44/24 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None.

PC45/24 Applications for Co-option to the Council

The Chairman welcomed the two applicants and invited councillors to address any questions that they may have to the candidates. As there were no queries arising, the members of the public were requested to leave the room while confidential discussions could be held.

The members of the public and city councillors left the room.

The Councillors noted that both applicants were very worthy of a place on Council but there was only one seat available at this time.

Resolved: To co-opt Mr Mike Homer to Bishop's Waltham Parish Council

Proposed: Cllr Conduct

Seconded: Cllr Pavey

9 in favour, 1 abstention

The Council invited Mr Coles back into the room to explain the resolution made and keenly encouraged him to reapply when a place opened in the future. It was noted that the Youth Council was a useful public service to consider too.

Mr Mike Homer was invited back into the room and welcomed as a new member of the Council. Mr Homer thanked Councillors and took a seat at the table. The Executive Officer presented him with the official papers to sign, which he duly did.

All members of the public then rejoined the room and Cllr Jelf arrived to take his seat at the table.

PC46/24 Standing Orders – Update

The three points tabled as suggestions for updates to Standing Orders were duly deliberated.

i) Resolved: To retain and make no changes to Standing Order 4d.

All Chairmen /Chairs, or in their absence a delegated representative, of Standing Committees will sit on the Finance, Policy & Resources Committee - *this relates to Bishop's Waltham Parish Councillors only.*

Proposed: Cllr Conduct

Seconded: Jones

7 in favour

5 abstentions

ii) Resolved: To change Standing Order 4dvi to include the appointment of a note taker for a working group as appropriate (Clerk, Councillor or Ex-Officio member).

...shall permit a standing committee, committee or working group to appoint its own Chairman / Chair at the first meeting of the committee, and appoint a note taker as appropriate (Clerk, Councillor or Ex-Officio member).

Proposed: Cllr Nicholson

Seconded: Cllr Conduct

All in favour

iii) Resolved: To change Standing Order 4e to include the suggestion tabled and read:

A Councillor may be Chairman/Chair of only one Standing Committee. However, if a councillor is suitably skilled and able to take on additional responsibility, then it can be proposed that a Councillor can Chair two Standing Committees.'

Proposed: Cllr Marsh

Seconded: Cllr Nicholson

All in favour

PC47/24 Public Session

- A member of the public thanked the Parish Council for the good work they did.
- Cllr Miller thanked the Parish Council for organising the D Day 80 Beacon event for the community which had been very successfully held. He also appreciated the weed clearance undertaken in the High Street by the Parish Councillors and volunteers.
- Cllr Jones reiterated his thanks to the team who tidied the High Street and made a real difference to the town's attractiveness.
- Cllr Jelf noted the Litter Partnership initiative in clearing litter and fly tipping and thanked councillors who had participated in the latest clean up session.
- It was noted from the recent Town Team meeting that the minibus group were struggling for volunteer drivers and calls for new recruits was being advertised.
- The Executive Officer informed the Council that the Cricket Club had been in touch regarding the new green space at Albany Wood requesting its usage as a second cricket ground. This would be discussed at the next Halls and Grounds Committee meeting. However, it was noted that the land was not fit for further transfer until the developer had improved the land, installed house number signs and added the required footpath signs.

PC48/24 To receive the report from the County Council and District Council Representatives.

No County Council report had been received.

Cllr Latham and Cllr Williams had sent their apologies for non-attendance due to work commitments.

Cllr Miller reported that:-

No meetings were currently being held due to the Pre-Election Period.

Replacement road signs were on order for Hoe Road and Langton Road.

Cllr Smith noted that a request for a replacement Cunningham Avenue sign had also been requested.

A comment from residents at Yew Tree Houses requesting sign clearance was noted to be for the Estates Management Company to undertake.

A Christmas Tree was requested on land by the bus shelter. This was confirmed as HCC land.

Cllr Miller left the meeting at this point.

PC49/24 To receive the Minutes of the Committees of the Parish Council

Resolved: to receive the Minutes of the Committees of the Parish Council

Proposed: Cllr Marsh

Seconded: Cllr Jones

All in favour

PC50/24 Approval of the minutes of the meeting 14th May 2024

Resolved: to approve the minutes of the meeting 14th May 2024

Proposed: Cllr Jones

Seconded: Cllr Wilson

All in favour who were in attendance at the meeting of 14th May 2024

ACTION: Review Standing Committees Membership

ACTION: Executive Officer

PC51/24 Actions arising from the minutes of the meeting 14th May 2024

The Executive Officer provided updates on actions in progress, some of which were agenda items for discussion in this meeting.

PC52/24 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Nicholson

Seconded: Cllr Jones

All in favour

PC53/24 Annual Governance and Accountability Return for Financial Year ending 31 March 2024

Thanks were given to the Finance Manager, Mrs Fisher, for efficiently collating all this necessary documentation.

The documents were noted and approved. The Chairman and Clerk signed the necessary statements and forms to then be passed back to the Finance Manager.

Resolved: to approve the documents tabled – the Internal Auditor Report, Annual Internal Audit Report, Annual Governance Statement, Accounting Statements and Conflict of Interest Form for 2023/24 – and for them be signed by the Chairman and Clerk at this meeting 11.6.24

Proposed: Cllr Pavey

Seconded: Cllr Webb

All in favour

PC54/24 Banking Mandates

Resolved: to approve the banking mandates tabled.

Proposed: Cllr Stallard

Seconded: Cllr Marsh

All in favour

PC55/24 Planning Applications – Ratification of the Recommendations of the Planning & Highways Committee

Resolved: to ratify the recommendations of the Planning & Highways Committee

Proposed: Cllr Conduct

Seconded: Cllr Jones

All in favour

Cllr Smith noted that in a recent training session, HALC had advised that individual councillors could comment on Planning Applications as well as the formal Parish Council comment.

PC56/24 Basingwell Street Car Park Bin Store Facility – Update – Recommendation from the Planning & Highways Committee

Resolved: to ratify the recommendation of the Planning & Highways Committee to ask WCC to remove the bin store facility and reline the car parking spaces at their cost.

Proposed: Cllr Wilson

Seconded: Cllr Stallard

10 in favour, 1 objection, 1 abstention

ACTION: Executive Officer

PC57/24 Review of the Men's Shed Request

The background papers provided were discussed. It was noted that consideration of costs allocation would need to be defined for any building, link to services and associated planning works. It was noted that the Scout group had responded favourably to working with the Men's Shed group.

Resolved:

- i) To meet with Men's Shed to provide an update on location discussions
- ii) To pursue a reply to WCC Planning Officers regarding a building on Albany Road dog walking area
- iii) To draft a planning permission submission for a temporary building at Hoe Road Recreation Ground, behind the Scout Hut

Proposed: Cllr Pavey

Seconded: Cllr Smith

All in favour

ACTION: To progress the resolutions above

ACTION: Working Group

PC58/24 Chairman's Report

Noted.

PC59/24 Councillors' Reports

Reports from the Southern Parishes meeting and the Winchester District Association of Local Councils (WDALC) were noted.

The Southern Parishes group had a working group to review Facilities across the parishes and it was noted that Wickham had been given land for a new sports centre to be built (when funding allowed) and Whiteley had new infrastructure due to support the housing developments in that area.

PC60/24 CSO Report

Report noted.

Formal police accreditation was pending.

PC61/24 Councillors' Surgery – Report and Future Meetings

The report of the surgery on 25.5.24 was noted. It was encouraging that a zebra crossing by Sainsburys was a hopeful prospective as part of the plan for Phase 2 of the Accessibility Plan by HCC. The pavement widening request in Bank Street was noted as a request from a resident of Roman Row.

A councillor for the next surgery, on 28.6.24, was agreed as Cllr Marsh (and to ask Cllr Latham and Cllr Williams for their availability on this date).

July – Cllr Jones, Cllr Pavey, Cllr Wood

August – Cllr Conduct

September – Cllr Wilson

PC62/24 Requests for future agenda items

Skate Zone Concerns (CCTV and graffiti) – refer to H&G

PC63/24 Date of next meeting - Tuesday 9th July 2024

Noted.

The members of the public left at this time.

PC64/24 Motion for confidential business:

The following motion will be moved on the completion of the above business:

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.

PC65/24 Staffing Matters

The recommendations from the Finance, Policy and Resources Committee were considered. Cllr Jones explained that the budgeting plan for staffing had been duly deliberated.

- i) Resolved: To approve the staffing structure chart tabled, to internally interview for the Committees Officer role, to externally advertise for the Marketing, Events and Communications Manager, to confirm the title of Community Safety Officer on accreditation and to liaise with the West Hoe Cemetery Management Committee in regard to the Administration Officer role.

Proposed: Cllr Marsh

Seconded: Cllr Smith

All in favour

ACTION: Executive Officer/ Staffing Sub-Committee/ WHCMC Chairman

- ii) Resolved: To approve the extension to the Projects Manager role for a further two years until September 2026, at an increased SCP16 as of 1st July 2024

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

ACTION: Executive Officer / Finance Manager

- iii) Resolved: To give the Staffing Sub-Committee delegated authority to appoint an Estates Manager to be ratified by the Finance, Policy and Resources Committee and Parish Council as and when appropriate

Proposed: Cllr Conduct

Seconded: Cllr Jelf

All in favour

ACTION: Staffing Sub-Committee

PC66/24 Quotations for Landscaping around Skate Zone

Resolved: To approve the quotation by BQS Management Services Ltd for landscaping around the Skate Zone at Priory Park at a cost of £2,043.00, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Conduct

All in favour

PC67/24 Purchase of Land Request – Recommendation from the Finance, Policy and Resources Committee

Resolved: to write a letter to the residents explaining the process approved to progress this case further, in accordance with the Land Disposal and Acquisition Policy.

Proposed: Cllr Nicholson

Seconded: Cllr Wilson

All in favour

ACTION: Executive Officer

There being no other business the meeting ended at 9:02pm.

Bishop's Waltham Parish Council
Actions Arising from the meeting of the 11.6.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
PC072/23	Assets of Community Value	To relist Blanchard Road play area	Aug-23	EO	
PC125/23, PC271/23	South Pond	i) To register SP as ACV ii) Note transfer ownership iii) Work on Maintenance & Improvement with Beechcroft iv) Undertake tree survey	i) Oct 23 ii) Complete iii) Dec 23 (set schedule) iv) Dec 23 (H&G)	i) EO ii) Complete iii) EO iv) H&G Clerk	Tree works undertaken April 2024
PC135/23, PC247/23, PC286/23, PC321/23	Cricket Club	i) To review and update lease following meeting with WG and reps	Oct-23	EO	Initial meeting held Sept 23. Actions in progress. Drafted. In progress.
PC199/23	Event Dates 2024	To add in Skate Park Opening event	Complete	AO	To outline draft date and event plan by early Jan.
PC210/23, PC319/23	Renaming of St John Ambulance Hall	To circulate new name and install new signage (when appropriate)	Complete	EO	To be actioned as and when possible
PC231/23, PC244/23, PC258/23, PC271/23, PC303/23, PC56/24	Basingwell St Car Park	i) WCC to review disabled parking bays ii) WCC to consider concealed screening iii) review bin storage in due course iv) Inform WCC request to remove store and reline	i) Complete ii) Complete iii) Complete iv) Complete	EO	Email sent to WCC and initial response gained 17.1.24. All in progress. Meetings 9/10.5.24
PC271/23	Mobile Connectivity	To write standard response	Apr-24	RL / RS	
PC318/23	Temp Job Advert	To advertise for temporary caretaker	Complete	EO	Agency provided staff for 2 weeks
PC319/23, PC37/24	Well House	i) To liaise with EA and lower price ii) to monitor interest iii) to delegate decision on sale (£250-275K) iv) to give notice to WP and move to Pearsons	i) Complete ii) Complete iii) Complete iv) Complete	Working Group & EO	Notice given - move to Pearsons end of June
PC15/24	Civility & Respect	To print for signing	Complete	EO	Awaiting new Cllr
PC19/24	Minutes 22.4.24	To update	Jun-24	EO	Bring to June meeting to sign
PC27/24	Website	To progress plans	Jul-24	AO/CEC WG	Inc Cllr Stallard
PC28/24, PC57/24	Men's Shed	i) To write letter ii) To write reply to WCC Planning Officer iii) To pursue HR site as temporary option iv) To meet with Men's Shed	i) Complete ii) July 24 iii) July 24 iv) Complete	EO WG (JM, MP, AW, M Homer, C Barfoot)	WG met 1) 17.5.24 with KE 2) 22.5.24 3) 1.7.24
PC36/24, PC65/24	Staffing Matters 1	i) Update JDs for grounds staff ii) OH assessments iii) Liaise with SPC iv) Estates Manager ad v) Projects Manager role extension	i) June 24 ii) June 24 iii) Complete iv) Complete v) Complete	i) KJ/EO ii) EO iii) EO/SSC iv) EO/SSC v) EO/SSC	i) In progress ii) In progress iii) In progress iv) In progress v) In progress
PC39/24	Access Gateway at Priory Park	i) To liaise with Catholic Church ii) To consider signage	Aug-24	EO	
PC46/24	Standing Orders	To update	Jul-24	EO	
PC65/24	Staffing Matters 2	i) Internally advertise for CO ii) externally advertise for MEC Manager iii) ASCO title update iv) Liaise with WHCMC	i) Complete ii) July 24 iii) Aug 24 iv) July 24	i) SSC ii) SSC iii) EO iv) EO/JM	
PC67/24	Land at Morley Drive	To write to resident with process plan	Jul-24	EO	Email as first response sent.

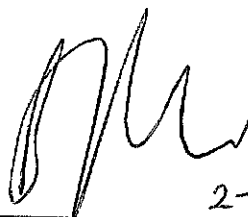
Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 14/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	3,720
105	VAT Control Account	10,795
218	Barclaycard Commercial	(211)
219	A&L 3m Fixed Term Deposit A/c	422,356
221	Unity Current 20496238	17,104
222	Unity Savings 20496241	195,048
223	Unity Savings 20496254	268,046
224	Safe	701
250	Petty Cash	0
Total Current Assets		917,560
<u>Current Liabilities</u>		
500	Creditors	16,032
565	Holding Deposits	3,813
Total Current Liabilities		19,845
Net Current Assets		897,715
Total Assets less Current Liabilities		897,715

Represented by :-

300	Current Year Fund	209,851
310	General Reserves	233,165
315	Montague Rd Play - S106/CIL	548
325	Play Area Equip Maint - CYF	4,744
330	Replace Tractor - CYF	33,500
336	EV Chargers	11,000
340	Replace Topper / Mower - CYF	33,500
341	Replace IT Equipment	2,078
350	Bldings Replace / Refurb - CYF	85,000
351	Purchase of Community Asset	75
355	Tennis Court Maintenance - CYF	16,000
360	Replace Bus Shelters - CYF	10,000
370	CCTV Hoe Rd - CYF	5,000
373	South Fpath -CIL/WCIL/S106	(19,063)
374	Replace Skate Park - CIL/WCIL	17,438
375	Floor Polisher - CYF	1,500
376	Solar Panels JH - CIL/WCIL	59,750
377	Extend Parking PP - CIL	54,678
378	Albany Road Play - S106/OSF	58,951
379	Building Maintenance - CYF	18,500
380	Name Sign JH - CYF	5,000
390	Stackable Chairs JH - CYF	926
393	WCC CIL Receipts 2021-22	5,011
394	WCC CIL Receipts 2022-23	3,062
395	WCC CIL Receipts 2023-24	42,889
396	SDNP CIL Receipts 2021-22	481
397	SDNP CIL Receipts 2022-23	2,471
398	SDNP CIL Receipts 2023-24	1,660

Total Equity**897,715**


2-7-24

FP&R Chairman

Council Chairman

Total Parish Council

binding

[illegible]



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Financial Regulations – for approval

Financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.

Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

It is the duty of the Council to review the Financial Regulations from time to time and to make amendments when there are changes in any relevant legislation or proper practices.

The National Association of Local Councils (NALC) has now published an updated model Financial Regulations for adoption.

The document following is the redrafted version that the Finance Manager and Executive Officer presented to the FP&R Committee meeting on 2.7.24, following the consideration of the first draft at the previous FP&R Committee meeting on 4.6.24.

Proposal: to consider the second updated version to the NALC Model Financial Regulations, as recommended by the Finance, Policy and Resources Committee, and approve such required Financial Regulations for Bishop's Waltham Parish Council.

Executive Officer & Finance Manager
2.7.24

BISHOP'S WALTHAM PARISH COUNCIL

FINANCIAL REGULATIONS 2024

These Financial Regulations were adopted by the Council at the meeting held on 9th July 2024 for Full Council after review by the Finance, Policy and Resources Committee on 2nd July 2024.

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) (known at BWPC as the Finance Manager (FM)) holds a statutory office, appointed by the council. The FM;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;

- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- approve any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Executive Officer [with the FM] shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, Executive Officer [with the FM] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. The accounting control systems determined by the RFO (FM) must include measures to:**
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;

- **Identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the Council Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the FM. The Council Chairman shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 3. Accounts and audit**
- 3.1. All accounting procedures and financial records of the council shall be determined by the FM in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO (FM) must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The FM shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the FM shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the FM, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The FM shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The FM shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than November each year, the FM shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year along with a forecast for the following two financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and two-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and two-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Executive Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as

practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

- 5.2. The FM should verify the lawful nature of any proposed purchase before it is made.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall obtain prices as follows:
- 5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.** The Council shall seek formal tenders from at least three suppliers, by advertising an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts greater than £2,000 excluding VAT the Executive Officer, Clerk or FM shall seek at least 3 fixed-price quotes;
- 5.8. where the value is between £500 and £2,000 excluding VAT, the Executive Officer, Clerk or FM shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.9. For smaller purchases, the Executive Officer, Clerk or FM shall seek to achieve value for money.
- 5.10. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Executive Officer under delegated authority, for any items below £500 excluding VAT.
 - the Executive Officer, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - The Finance Committee for all items of expenditure within delegated budgets for items under £5,000 excluding VAT.
 - In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - Recommendation from the FP&R Committee and approval from the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.15. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.
- 5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the Executive Officer may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Executive Officer shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.18. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the FM and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Arbutnot Latham. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the FM. Where the certification of invoices is done as a batch, this shall include a statement by the FM that all invoices listed have been 'examined, verified and certified' by the FM).
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the FP&R Committee, unless the Council resolves to use a different payment method.
- 6.6. The Clerk and the FM shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the FP&R committee, where the Executive Officer, Clerk or FM certify that there is

no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee

- iv. Fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of the FP&R Committee.

6.7. The FM shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the FP&R Committee. The FP&R Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the FM shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two officers (normally the Executive Officer and the FM) and two councillors (normally the Chairman and Vice Chairman) who will be authorised to approve transactions on those accounts, a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The FM, or Executive Officer in their absence, shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be provided to an authorised signatory.
- 7.5. Evidence shall be retained showing which member approved the payment online.
- 7.6. With the approval of the FP&R committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by fixed direct debit, variable direct debit or bankers standing order provided that the instructions are approved online by an authorised bank signatory, evidence of this is retained and any payments are reported to council when made. The approval of the use of each regular payment shall be reviewed by the council annually.
- 7.7. Payment may be made by BACS or CHAPS by resolution of the FP&R committee provided that each payment is approved online by an authorised bank signatory,

evidence is retained, and any payments are reported to the FP&R committee at the next meeting.

- 7.8. Account details for suppliers may only be changed upon written notification by the supplier, verified by the FM. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.9. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.10. Remembered password facilities should not be used on any computer used for council banking.

8. Payment cards

- 8.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Executive Officer, Clerk, FM and Senior Groundsman/Estates Manager and any balance shall be paid in full each month.
- 8.2. Personal credit or debit cards of members of staff shall not be used. In exceptional circumstances authorisation can be given by the Executive Officer or FM for expenses of up to £250 including VAT, incurred in accordance with council policy.

9. Petty Cash

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly
- b) Receipts for payments made must be provided to substantiate every payment.
- c) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 10.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the FP&R committee.
- 10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the FM.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the FM.

- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process. The FM shall be responsible for the collection of all amounts due to the council.
- 12.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the FM and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the FM considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The FM shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 12.7. Where significant sums of cash are regularly received by the council, the FM shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the FM shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to, or omission from a contract must be authorised by the relevant committee, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The FM shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council,

their location, reference, purchase details, purpose for which held, in accordance with the Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250.

16. Insurance

16.1. The FM shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Executive Officer shall give prompt notification to the FM of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The FM shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the FP&R committee at the next available meeting. The FM shall negotiate all claims on the council's insurers in consultation with the Executive Officer.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of Executive Officer or RFO/FM. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been

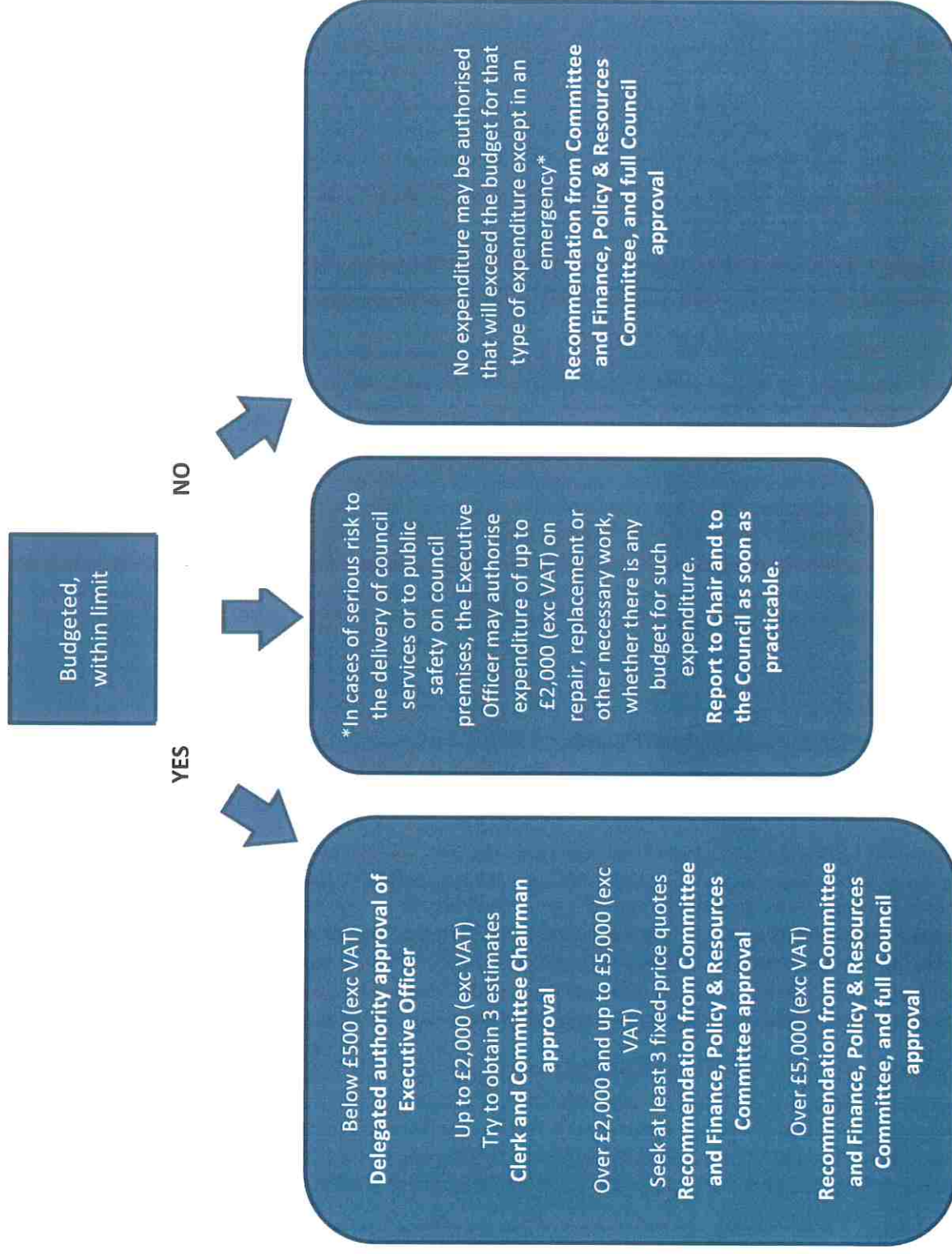
presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

COMMITTEE EXPENDITURE FLOW CHART



For contracts estimated to be over £25,000 (exc VAT), the Council must comply with any requirements of The Public Contracts Regulations 2015 or any superseding legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Update to Standing Orders' Terms of Reference in relation to Financial Regulations – *for approval*

Following the update to Financial Regulations, the related Standing Orders' Terms of Reference (TOR) for each Committee also need to be updated.

The TORs are marked for change as in pages following.

The Finance, Policy and Resources Committee approved these at their meeting of 2.7.24.

Proposal: To approve the changes to the Committee Terms of Reference as tabled, as recommended by the Finance, Policy and Resources Committee, in relation to the updated Financial Regulations 2024.

Executive Officer
2.7.24

APPENDIX A

TERMS OF **REFERENCE OF** **STANDING** **COMMITTEES**

FINANCE, POLICY AND RESOURCES COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This committee will normally meet monthly on the first Tuesday of the month.

MEMBERSHIP will be (but not exclusively):

Chairman / Chair of the Parish Council, Vice Chairman / Vice Chair of the Parish Council, Chairmen of all Standing Committees (or in their absence a delegated representative), **to a maximum of 7 Parish Councillors** (50% of Council members).

This Committee shall:

- Receive and deal with any special references from the Council
- Be responsible for an overview of the financial, manpower and land resources of the Council. This shall include arrangements for the authorised acquisition, allocation, disposal, inventory and insurance of any land, buildings or substantial property and for provision of capital equipment.
- Be responsible for the annual stock check of the Council physical assets, reconcile to the current Asset Register and investigate any differences.
- Be responsible for advising the Council on arrangements for insurance cover in respect of all insured risks.
- Take urgent action in the interest of the Council where time precludes normal Council or Committee consideration of a particular matter.
- Ensure compliance with Health & Safety Regulations for Council employees and all Contractors and Hirers.
- Appoint a member and/or members or other suitable person to represent the parishioners of parts or the whole of the parish at any public or other inquiry by a Ministry or other public body under any act relating to development control or any other aspect of the Council's responsibilities.
- Monitor, regularly, the budgets of the Council's Committees against their actual results and take any necessary action.
- Incur Revenue expenditures on behalf of the Council, which are not the responsibility of other Standing Committees, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of **£10,000 (FINANCIAL REGULATIONS SAY £5,000)** relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).
- Be responsible for the recruitment/selection and duty of care of personnel.

- Be responsible for agreeing the terms and conditions of employment of staff and the issue of any contracts of employment.
- Review the effectiveness of the organisational and administrative processes of the Council. To monitor the staff requirements needed to undertake the duties and work within the Parish by reviewing the annual appraisals of every member of staff.
- Advise, support, encourage, help, provide and give the Parish Council Staff at all levels of employment the opportunity to express their interests, concerns, difficulties and training needs to ensure the smooth running of work requirements and working conditions within the Parish.
- Offer a grievance procedure to any member of staff in the event of any problems or difficulties arising between line management, supervisory or any level of management within the Parish Council. No member is permitted to be present when a complaint against them is being discussed.
- Regularly review all procedures including Standing Orders.
- Regularly review and update policies including health & safety, risk assessments, etc.
- Review all annual contracts once a year relevant to this Committee and also those recommended by other Standing Committees.
- Make recommendations as necessary to the Council for changes in Committee structure, alterations to Standing Orders, administrative, financial and executive arrangements of the Council.
- Consider the recommendations of the Committees when recommending the Annual budget and precept to the Council including the use of Council reserves
- To provide any relevant guidelines to the Committees for use during the budget setting process i.e., rate of inflation etc
- Guide the Council in the formulation of policy objectives and recommend such provision in the annual budget as necessary.
- Be responsible for considering and recommending grant applications to the Council.
- Approve charges for the use of all facilities and equipment together with the hire of staff provided by the Council.
- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.

- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Be responsible for identifying possible uses of, and applying for, Community Infrastructure Levy Funding (CIL) to fund approved Capital Projects.
- Be responsible for the management of the Parish Council's Community Support Officer.

HALLS AND GROUNDS COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 3rd Tuesday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).
Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Be responsible for the management and upkeep of all parish owned buildings, their access roads as appropriate and associated car parking facilities.
- Be responsible for managing the repair and maintenance of the facilities described above.
- Be responsible for managing sports and recreation grounds, public open space, allotments, amenity land and connected uses.
- Be responsible for the creation of, and compliance with, an Annual Maintenance Plans for grounds and halls, relating to the facilities described above, including all statutory requirements and testing. The plan to be reviewed annually in June.
- Be responsible for ensuring the repair and maintenance of any other equipment used to provide an amenity, and any equipment used for the maintenance of such structures and equipment, and for the maintenance of sports pitches, recreation grounds and public open spaces.
- Recommend hire charges for the facilities within the control of this Committee to the Finance, Policy and Resources Committee.
- Deal with any matters regarding environmental issues relating to the Council's halls and grounds facilities.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following three financial years not later than the end of October each year.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of **£10,000 (FINANCIAL REGULATIONS SAY £5,000)** relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted

expenditures).

- Be responsible for identifying possible uses of and applying for Open Space Funding and CIL funding to fund approved Capital Projects.
- Recommend Capital expenditures on behalf of the Council relating to the facilities described above to the Council.
- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.

COMMUNITY AND ENVIRONMENT COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 4th Monday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).
Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Be responsible for the promotion of the parish to parishioners and visitors.
- Be responsible for considering and recommending grant applications to the Council
- Liaise with local business groups to encourage and support the enhancement and maintenance of the economic viability of the town.
- Liaise with any body, organisation or department of any local authority to assist in the promotion of the parish.
- Liaise with all relevant organisations to support the arrangement of local events.
- Deal with any matters relating to the environment of the parish. This involves monitoring national and local initiatives and making relevant recommendations to other committees.
- Be responsible for liaison with the youth organisations in the parish including schools.
- Organise all meetings of the Bishop's Waltham Association of Community Organisations.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following financial three years not later than the end of October each year.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of £10,000 (FINANCIAL REGULATIONS SAY £5,000) relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).

- Arrange additional meetings as required to progress business of the Committee.
- Make recommendations on the above matters upon which the Council can base decisions.
- In conjunction with the relevant Committees be responsible for the marketing of all Parish Council facilities.
- Be responsible for the Parish Council's website and newsletter.
- Be responsible for the Parish Council's social media (*linked to BWPC Policy*).
- Organise public events on behalf of the Parish Council.
- Liaise with all organisations, on behalf of the Parish Council, who are organising local community events.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Be responsible for the Parish Council's social media.
- Organise public events on behalf of the Parish Council.
- Liaise with all organisations on behalf of the Parish Council organising Community events.
- Appoint a Committee member to represent the Parish Council at the Chamber of Trade Committee meetings.
- Appoint a Committee member to represent the Parish Council at the Town Team Committee meetings.
- Appoint a Committee member to represent the Parish Council on the Bishop's Waltham Museum Trust.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.

PLANNING AND HIGHWAYS COMMITTEE – STANDING COMMITTEE

In accordance with Standing Order 4.

This Committee will normally meet monthly on the 4th Tuesday in the month.

MEMBERSHIP will be:

Parish Councillors as elected by the Parish Council (*up to 50% of Council members*).

Ex-officio (non-voting) members as recommended by the committee and subsequently appointed by the Parish Council.

This committee shall:

- Advise the Council of all action required to be taken with local planning, highway and associated authorities and utility boards on matters relating to local and district highways, road safety, utility services and similar matters affecting the parish.
- Have a standing responsibility to examine all planning applications and appeals affecting the parish and to recommend the Parish Council response. These responses to be referred to the full Council for ratification.
- At the discretion of the Committee, and after a full debate, refer any major development, or contentious, planning issues to the Parish Council as is considered necessary.
- Publicise all details of meetings called to consider planning applications including any sub-committee meetings.
- Be responsible for the provision, repair and maintenance of street furniture installed on non-Parish Council land.
- Be responsible for public rights of way, with assistance from the Parish Rights of Way Warden (Ex-officio member).
- Be responsible for the management of the Parish Council's lengthsman.
- Deal with all matters relating to public transport in the parish.
- Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Incur Capital expenditures on behalf of the Council up to a maximum of ~~£10,000~~ (FINANCIAL REGULATIONS SAY £5,000) relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.
- Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).

- Be empowered to liaise with any body, organisation or department of any local authority or utility board on any matter within the Committee's area of responsibility. The Committee may empower a committee member or members to liaise on their behalf.
- Monitor the application and effectiveness of Tree Preservation Orders in the Parish, with the assistance from the Parish Council Tree Warden (Ex-officio member) and make appropriate recommendations in this connection to the responsible authority.
- Arrange additional meetings as required to progress business of the Committee.
- Formulate and submit proposals to the Finance, Policy and Resources Committee in respect of income, revenue and capital, including the use of earmarked reserves and other sources of funding, for the following three financial years not later than the end of October each year.
- Make recommendations on the above matters upon which the Council can base decisions.
- Appoint sub-committees, in accordance with standing order 4 to assist in resolving/managing ongoing specific issues relevant to the standing committee's responsibilities.
- Appoint working groups in accordance with standing order 4 to assist in resolving/managing a single issue relevant to the standing committee's responsibilities.
- Appoint advisory groups in accordance with standing order 4 to provide information/advice to assist the standing committee with resolving/managing any issues relevant to its responsibilities.
- Review all annual contracts once a year relevant to the Committee.
- Be responsible for considering and recommending grant applications relevant to this committee to the Finance, Policy and Resources Committee.



Bishop's Waltham Parish Council

9.7.24

Agenda Item – Commercial and Agricultural Vehicle Insurance – for consideration and approval

The renewal for the commercial and agricultural vehicle insurance from 4th August 2024 has been received.

Arthur J Gallagher Insurance Brokers.

2023/2024 Premium with MS Amlin: £3607.39

2024/2025 Premium with ***** : £

Three further quotations where requested: -

Zurich

To implement coverage until main policy renewal (04/12/24):
£767.59

2024/2025 Premium: £2,400 (approx), to bring vehicles in line with main council insurance policy

Clear Councils Insurance

Use MS Amlin also, so cannot compete, other market declined to quote.

NFU Mutual

Could not quote separately for vehicles, will only provide quotation with main council insurance.

Proposal:

To consider and approve, either the renewal of the commercial and agricultural vehicle insurance with Arthur J Gallagher, or to implement insurance coverage with Zurich. To commence 4th August 2024.

Finance Manager
30/06/24

Hannah Fisher

From: Kevin Millard <Kevin_Millard@ajg.com>
Sent: 09 May 2024 10:50
To: Hannah Fisher
Cc: Emma McKenzie; Lissa Harding
Subject: RE: Renewal Confirmation - Commercial Motor Policy [Version Ref: 117952706]

Dear Hannah,

Thank you for your email.

We only received renewal terms from the motor insurers within 30 days prior to the renewal date on 4th August 2024 so the earliest these can be sent would be 3rd July 2024.

We will however make sure the terms are sent as soon as they are received and to the Clerk in case you are not available.

Regards,

Kevin

Kevin J Millard Cert CII
Community Client Director
Communities (Part of Public Sector & Education)



Insurance | Risk Management | Consulting

Gallagher - Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY
(m) 07458 124847
Kevin_millard@ajg.com | AJG.com/uk

From: Hannah Fisher <finance@bishopswaltham-pc.gov.uk>
Sent: Thursday, May 9, 2024 8:39 AM
To: Teddy Harris <Teddy_Harris@ajg.com>
Cc: Emma McKenzie <parishclerk@bishopswaltham-pc.gov.uk>
Subject: RE: Renewal Confirmation - Commercial Motor Policy [Version Ref: 117952706]

[EXTERNAL]

Good morning,

I would be grateful if you could supply insurance renewal information at your earliest opportunity.

I am on leave for a period in July and therefore need to ensure that insurance quotations are brought before the Council before I go on leave.

Hannah Fisher

From: William Steadman <william.steadman@uk.zurich.com>
Sent: 05 June 2024 11:15
To: Hannah Fisher
Subject: RE: Commercial/Agricultural Vehicle Insurance

Hi Hannah,





To implement coverage from 3rd August 2024 we would require £767.59 (including IPT) in premium until renewal.

I await your thoughts on how to proceed.

All the best,

Will

William Steadman
MA | Dip CII
Customer Account Manager

 Chichester, England
 01243 832064
 0800 9179 531
 william.steadman@uk.zurich.com



INTERNAL USE ONLY

From: Hannah Fisher <finance@bishopswaltham-pc.gov.uk>
Sent: Wednesday, May 29, 2024 3:19 PM
To: William Steadman <william.steadman@uk.zurich.com>
Subject: [EXTERNAL] RE: Commercial/Agricultural Vehicle Insurance

Sorry William, I should have stated our current vehicle insurance policy expires at midnight on 3rd August 2024.

Could you provide a quotation to add the vehicles from this date until renewal of our main policy at midnight on 3rd December 2024.

Thank you!

With kind regards

Hannah Fisher
Finance Manager

Hannah Fisher

From: Clear Councils Enquiries <councils@thecleargroup.com>
Sent: 31 May 2024 09:32
To: Hannah Fisher
Subject: FW: Motor Quotation request
Attachments: Bishops Waltham - NCD.pdf

Dear Hannah,

Many thanks for the query.

And, apologies for the delay. I can confirm that we only have limited markets for vehicle insurance, MS Amlin being one. Our other market has declined to quote due to the loss ratio on the policy so we are unable to provide an alternative.

Many thanks again for the enquiry and my apologies we could not assist,

Kindest Regards

Babs

Clear Councils Enquiries

🌐 **Web** clearcouncils.co.uk ☎ **Direct** 0330 013 0036

📍 **Address** Clear Councils, AGM House, 3 Barton Close, Leicester, LE19 1SJ



Broker at **LLOYD'S**



From: Hannah Fisher <finance@bishopswaltham-pc.gov.uk>

Sent: Wednesday, May 29, 2024 3:26 PM

To: Clear Councils Enquiries <councils@thecleargroup.com>

Subject: RE: Motor Quotation request

Good afternoon,

I would be grateful if you could provide a quotation as soon as possible.

With kind regards and thanks!

Hannah Fisher

Finance Manager

Bishop's Waltham Parish Council

T: 01489 892323

E: assistant@bishopswaltham-pc.gov.uk

W: www.bishopswaltham-pc.gov.uk



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Rural Market Town Group Membership - *for consideration*

The membership subscription is due for renewal and therefore Council is requested to consider whether or not to rejoin this group.

The group outlined the membership benefits as below:-

- Providing a weekly Rural Bulletin direct to your inbox which includes key rural news stories and commentary.
- Providing a monthly Funding Digest and Government Consultations publication direct to your inbox which sets out a range of grant opportunities that may be of interest to your community, along with relevant rural consultations the Government is holding.
- Providing a Rural Market Town Group newsletter six times a year which focuses on key issues for market towns, useful good practice examples, subjects covered include rural net zero, affordable housing, transport and broadband connectivity.
- Providing an Area Profile setting out key statistics in relation to your rural area and town. This will help to establish the overall picture of your local area and your town to help you plan services and give context to your local issues.
- Providing updates at meetings about the RSN Fair Funding campaign and the implications for rural service delivery and the impact on Parish and Town Councils.
- Eight Free Rural Seminars for Members of your Council each year together with also discounted access for them to the Annual National Rural Conference held each September.
- A dedicated [Facebook group for RMTG members.](#)

It remains vital that rural areas and rural towns have a strong voice to ensure that Government policy and decision making fully takes into account the specific needs and characteristics of those rural areas and rural towns .

We must work together to ensure that rural areas have a strong voice to campaign for a fairer funding deal for rural public services, taking into account the extra costs of delivering services to rural communities.

We are the only national champion for rural services and we appreciate your support on behalf of your communities.

Proposal

To consider whether or not to renew the subscription for the Rural Market Town Group for 2024/25 at a cost of £141.60 (including VAT).

Executive Officer

4.7.24



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Working Group Terms of Reference – *for information*

At the meeting of 2.7.24, the Finance, Policy and Resources Committee agreed terms of reference for working groups of the Parish Council which is hereby attached for information. This document is based on HALC's model template and includes related points within Standing Orders.

Proposal: To note the adoption of HALC Working Group Terms of Reference, with related updates to Standing Orders.

Executive Officer
2.7.24



Bishop's Waltham Parish Council

Working Group - Terms of Reference

Purpose of the Working Group

{Enter the purpose of the working group and why it was formed here}

Example:- The Working Party is an advisory group of council members and members of the public to research and advise the council on the most appropriate planting scheme for the wild meadow area.

Terms of Reference

1. The working group will consist of *{enter number}* council members *{and the clerk (or other officer) in an advisory capacity}*, determined by the parish council. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite *{enter number}* members of the public to join the efforts of the group and to attend meetings *{in an advisory capacity or with voting rights}*.
3. At the first meeting of the working group, members shall:
 - a. Review these terms of reference *{or complete the terms of reference for approval by the council}*
 - b. Appoint a council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the *{council/committee}*
 - c. Appoint a note taker as appropriate (Clerk, Councillor or Ex-Officio member).
4. In line with the purpose set by the *{council/committee}*, the remit of the working group is to:
 - i. *{insert remit}*
 - ii. *{insert remit}*
 - iii. *{insert remit}*
5. The working group does not have any delegated powers to make decisions for or on behalf of the *{council/committee}* and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the *{council/committee}* and should provide reports in the following way *{monthly/quarterly/as appropriate in order for the council/committee to make a decision}*.
7. Meetings of the working group are informal and therefore do not need to be held in public (unless the council/committee stipulates that they should) and may be held remotely.



8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

This document sits alongside Standing Orders with particular relation to Section 4.

Essential Resources

NALC LTN 1: Councils Powers to Discharge their Functions
NALC LTN 7: Non-Councillor Members of Committees

Related Knowledge Hub Pages and Documents

Working Groups

This paper is not intended or constitutes legal advice. Should you require a formal legal opinion, please contact our Member Services Team, who will contact our legal helpdesk.

This document is owned by Hampshire ALC and may be provided to other County Associations. Adopted by Bishop's Waltham Parish Council in 2024.

Document History

Action	Date	Version
FP&R adopted HALC document	2.7.24	1.0
Noted at PC meeting	9.7.24	1.0

4. STANDING COMMITTEES, SUB-COMMITTEES & WORKING GROUPS

- a **Unless the Council determines otherwise, a standing committee may appoint a sub-committee or Working Group whose terms of reference and members shall be determined by the committee.**
- b **The members of a standing committee or Working Group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee or Working Group may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary,

Standing Committees shall not consist of more than 50% of the total Council's approved membership, currently 7 of 14. If there are more than 7 applications, its membership will be decided by a Councillors' vote at the Parish Council Annual Meeting.

Elected councillors will be required to sit on at least two Standing Committees, currently these are Finance, Policy & Resources Committee, Halls & Grounds Committee, Community & Environment Committee and Planning & Highways Committee. Also included is the West Hoe Cemetery Management Committee.

All Chairmen /Chairs, or in their absence a delegated representative of Standing Committees will sit on the Finance, Policy & Resources Committee - *this relates to Bishop's Waltham Parish Councillors only.*

The Council

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall permit a standing committee, committee or working group to appoint its own Chairman / Chair at the first meeting of the committee, and appoint a note taker as appropriate (Clerk, Councillors or Ex-Officio member).
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;

- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.
-
- e. A Councillor may be Chairman / Chair of only one standing committee. However, if a councillor is suitably skilled and able to take on additional responsibility, then it can be proposed that a Councillor can Chair two Standing Committees.
 - f. The members of a previously determined sub-committee or working group shall be appointed at the first meeting of the appropriate committee following the Council's annual meeting.
 - g. The Chairman / Chair of all sub-committees, working groups and advisory groups must provide a written report of its activities/ recommendations to its Standing Committee **at the next available Committee meeting.**



Bishop's Waltham Parish Council

9th July 2024

Agenda Item - Planning Applications - To ratify the recommendations from the Planning and Highways Committee

24/00975/FUL

Closing Date: 21 June 2024

Changes to internal arrangements and add patio doors.
Chase Mill, Winchester Road, Bishop's Waltham, SO32 1AH
No objection.

SDNP/24/02221/HOUS

Closing Date: 28 June 2024

Erection of one and two storey rear additions: replacement and re-siting of front porch.
Dundridge Farm, Dundridge Lane, Bishop's Waltham, SO32 1GD
No objection.

24/01001/HOU

Closing Date: 3 July 2024

Proposed single storey rear extension
4 The Priory, Bishop's Waltham, SO32 1GX
No objection.

SDNP/24/02348/HOUS

Closing Date: 9 July 2024

Erection of a freestanding greenhouse within the garden, situated to the south-west of the dwelling.
Hilltop, The Hangers, Bishop's Waltham, SO32 1FZ
No objection.

Proposal: Bishop's Waltham Parish Council ratifies the recommendations of the Planning and Highways Committee.

Executive Officer 4.7.24



Bishop's Waltham Parish Council

9th July 2024

Hampshire County Council 'Future Services' Consultation Summary - for consideration

Extract below from HCC webpages

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation>

The consultation featured 13 service change proposals. Together these could contribute around £17.5 million towards the overall required savings while ensuring that the Local Authority continues to meet the statutory duties it is required by law to carry out. Respondents could share their views on some, or all of them, as they preferred.

The consultation received almost 14,000 responses via the consultation response form, and over 400 emails and letters.

Of the responses submitted 13,952 were from individuals, 86 were from democratically Elected Representatives, and 275 from groups, organisations or businesses. The remaining respondents did not provide this information.

The **Insight Summaries** available online help understand the overall view towards the proposal and its impacts, the drivers of agreement and disagreement, and what people feel we should be doing differently in each area.

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation/insight-summary-links>

Decision process

The consultation findings will be carefully considered alongside other relevant factors, including operational, financial, policy and legal considerations, as plans are drawn up for future service delivery.

County Councillor task-and-finish groups will review the consultation documents and process, receive the high-level findings from the consultation and report to the County Council's cross-party select committees in September. Select committees will then review the consultation results and make recommendations to the [Local Authority's Cabinet](#) as a whole, who will take a collective final decision in October.

.....

Proposal: To note the summary of the consultation responses and make any recommendations for action as a result. i.e. appoint a working group to analyse relevant detail impacting Bishop's Waltham.

Executive Officer 4.7.24



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Memorial Tree and Bench Policy - *for information*

Attached is the Memorial Tree and Bench Policy to cover requests that are made to the Parish Council for commemorative trees or benches to be located on Parish Council land. This policy does not cover West Hoe Cemetery. A request form has also been drafted to help the requestor to supply the necessary information to the Council.

At the Halls and Grounds Committee meeting held on 18th June the draft policy was considered, and recommended to the Finance, Policy and Resources Committee for adoption.

The policy was considered and, with one minor additional inclusion, adopted by the Finance, Policy and Resources Committee at their meeting on 2nd July 2024.

The policy is attached for information of the Full Parish Council membership.

Executive Officer 4.7.24



Memorial Tree and Bench Policy

SCOPE OF THE POLICY

1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment and the community.

1.2 This policy sets out how we approve memorial benches and trees; who is responsible for their upkeep; and what is expected from the donor and the Council. The Council will always endeavour to be respectful, sympathetic, and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

WHAT AND WHO IS COVERED BY THE POLICY

2.1 The policy covers any memorial bench, tree, or other lasting item placed on Bishops Waltham Parish Council-owned land or property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial tree or bench.

2.2 For the purpose of this document anyone who requests a memorial bench or tree is referred to as 'the donor'.

LEGAL FRAMEWORK

3.1 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial, and the landowner. As such, the Council can only approve memorials on Parish Council-owned land.

3.2 Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Council is unable to install benches for such reasons.

3.3 Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

3.4 When the Council agrees to install a bench or tree, the cost of the bench or tree is borne by the Donor. The tree or bench is the property of the Council, and the Donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.



POLICY STATEMENT

Determining requests

4.1 Enquiries for a memorial bench or tree should be made by the Donor to the Council. The request shall then be brought for consideration before the appropriate Committee. These requests will be considered on a case by case basis. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

4.2 The Council will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on Council-owned property only.

4.3 Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design will be used.

4.4 The Council will approve the style and make of bench in advance. To ensure the health and safety of the public the Council will only approve of high quality / durable benches

4.5 The Council will supply a list of preferable trees and may also suggest an appropriate location. The size and type of tree will be agreed on in advance of planting.

4.4 The exact location of the tree or bench will be agreed with Council staff. It is the Donor's responsibility to ensure that the location is well-communicated to the Council and confirmed in writing, by letter or email, with an accompanying sketch if needed.

4.5 Memorial benches and trees will only be considered from people that can demonstrate a close tie with the person being commemorated and a local link to the parish. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin or the memorialisation cause offence to the wider community. The Council reserves the right to refuse a memorial bench or tree for other reasons. The reasons will be supplied to the applicant if requested.

Costs

4.6 The cost of the tree or bench and any installation costs will be borne by the Donor.

Commissioning

4.7 Tree planting will usually only be permitted between late autumn and early spring, in line with the tree-planting season.

4.8 Trees can be planted by donors after approval has been given by the council. A member of the Council staff will mark the site with a stake to ensure that it is planted in the pre-agreed place.

4.9 Donors can request that the tree is planted by a Parish Council contractor or staff, however we reserve the right to invoice the donor on a time cost basis for the time taken to complete this by any member of the Council staff. Donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.



4.10 No scattering of ashes of humans or pets at any site either at the time or a later date will be permitted.

Plaques

4.11 Commemorative plaques can be affixed to a memorial bench, or placed next to a memorial tree, subject to agreeing a size, wording, and specification with the Council. No plaque may be affixed to a tree itself.

Maintenance

4.12 Donors should also be aware that benches or young trees in public areas may be subject to vandalism, and the Council will not be held responsible for any costs in replacing them.

4.13 The Council shall endeavour to maintain and care for a memorial tree and bench for as long as possible. However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons. A replacement tree or bench may be considered at the cost of the donor should they wish to at that time.

4.14 Whilst the council understand that this can be a sensitive time for Donors, we also need to consider the impact of the wider community and the environment. Therefore, no placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

4.15 The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

4.16 The council would welcome the Donors participation in watering a memorial tree in the initial stages to ensure it has the best chance of survival.

Memorial Duration

4.17 The Council cannot guarantee a length of time a bench or tree can remain in situ. Whilst the Council will do its best to preserve a memorial tree and/or bench for as long as possible there will come a time when these reach the end of their lifespan. Once a tree or bench is deemed unfit and in order to protect the health and safety of the public it will be removed. If the Donor is still local, (or can be contacted) they will be offered the opportunity to replace an existing memorial bench or tree with a new replacement at that time. This replacement cost would be borne by the Donor.

Document History		
Status	Date	Version
Originally adopted	2024	1.0
Review Date	2027 or otherwise when necessary to do so	



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Chairman's Report

- *for information only*

Since the last Parish Council meeting in June, I have undertaken the following:-

- Attended relevant Standing Committee meetings for Halls & Grounds, Community & Environment, Finance, Policy & Resources and Planning & Highways, and Staffing Sub-Committee meetings.
- Attended all interview days with the candidates for the Estates Manager role

Cllr Barry Nicholson

2.7.24



CSO MONTHLY REPORT

MONTH/YEAR – June 2024

Report Number - 6

Day duties -10

Late duties - 8

Total Hours -148 + 2 Days A/L

Anti-Social Incidents / Concerns

Reports of some ASB at the Skate Park all reported to the police this is ongoing. Some graffiti has been reported on the skate park walls at priory park this is ongoing. Youths on playing fields at priory park they had erected the temporary goals that BWD had not put away, all youths asked to leave and reminded that the pitches are now closed this issue has been reported to BWPC and BWD this is ongoing. Reports of broken glass in the car park at J/H and at the youth shelter all have been cleaned and areas are Ok nothing found on CCTV. I had a report of a knife that was left on the wall at Northbrook in free street on inspection it was found to be a children's toy knife all ok. I have received reports of ASB in the wooded area at the back of the play park in oak road myself and BWPC are looking into this issue posters have been put up with a warning this area is being monitored and all ASB will be reported to the police this is ongoing.

Criminal Activities

None Reported

Dog Fouling Issues / Locations

None Reported

Litter Issues / Locations

There have been some minor incidents of fly tipping reported to me by the lengthsman who very kindly reported it to WCC this is ongoing. There has been some flyposting around B/W all posters have been removed this is ongoing.

CSO Duties / Patrol

I have over the last month patrolled B/W and spoken to some very nice people. The biggest issue I have now is parking in the high street with people parking on double yellow lines and dropped kerbs and in the loading bay outside the coop. Also, parking on double yellow lines/zigzags and dropped kerbs on Ridgemedes estate at school drop off and pick up times traffic wardens are in attendance but they are needed more than one or two days a week this is ongoing. Drivers are still parking on dropped kerbs and on the main road outside the spar shop I have asked drivers to move on and to please use the car park at the rear of the shop but they refuse and I am met with very abusive language also I have replaced the parking cones that have been damaged this is ongoing.

Unauthorized access on the football pitches at priory park some youths playing football all asked to leave and reminded that these pitches are private and they trespassing this is ongoing.

I have met up with some of the youths in B/W and had some very good feedback and seem to be building a good relationship with them this is ongoing. The skate park at priory is now open and is being used by all age groups and they seem to be coming from lots of different areas the feedback is that the skate park is very good and challenging. The history sign on the hording by fox's that went missing last month has now been replaced and looking good. I was on duty at the D-Day 80th anniversary held in the palace ruins it was a great evening and well attended by the community. I was on duty at the family fun day held on the hoe road fields it was a great day and very well attended. I have been attending the Thursday lunch club and having a great time and meet some lovely people. It has been brought to my attention by members of the public about an abandoned vehicle on inception of this vehicle it has been found to have no Tax or Mot and has been reported to WCC. I have had reports of members of the public blocking driveways on Southfields close this is ongoing. I have attended a BWPC surgery with Judy Marsh at the J/H and have spoken with residents on various issues.



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Councillors' Surgery Report – *for information only*

Reports from Councillors' Surgery 27.6.24

Location: Country Market, Jubilee Hall

Cllrs' surgery attended by Cllr Marsh (10.00am – 12pm).

Matters brought to the Council's attention	Summary of responses and actions listed below to be put on website or included in Parish News article or Bishop's Waltham Matters newsletter.
A resident, passionate about reducing the speed of vehicles on our roads, has requested going on a "speed watch" training then to do sessions on our roads. (She was present one minute after fatal accident at the Avenue)	Resident given volunteer form to complete and forwarded contact details to the Police Co-Ordinator for inclusion in the next training session.
Enquiries were made by a resident on the answer to whether we will keep our waste tip or not! Couldn't answer this!	Still in HCC hands. BWPC monitoring situation.
Compliments were made about the hanging baskets in the town centre this year - we must pass this comment on to In Bloom.	Compliment passed on to BWIB.
Resident in Bishops Meadow asked if there could be some sort of aid to crossing over the road from that estate to the pavement on the other side of the B2177 eg a crossing or central reservation?	Crossing requirement already considered by Hampshire Highways and no action carried forward at this time.
St Peter's Street residents complemented our ACSO on his continued presence and care for the community.	Compliment passed onto the ACSO.
From a road user there was a comment that some cyclists do not seem aware of rules on the road!	Noted.
It was suggested that residents parking permits would be appreciated on our estates and roads near the town centre - suggestion for Winchester	This has already been considered by P&H and a survey conducted in 2023. The survey showed there was no majority request for the scheme. In addition, WCC does not support residential parking permit schemes.
A lorry parked on JH car park comes and goes in the middle of the night, often disturbing local residents.	Noted. Please take vehicle details and we can request the driver is more considerate.
Weeds in the High Street commented on!	Weeding was undertaken in early June by BWPC. Shop owners should clear their premises perimeter. WCC clearance done annually.
In conclusion it was felt that the PC and staff do an amazing job - no one can do more!	Noted – with thanks.
As an addition to this report - an Avenue resident came to see me with the backing of her neighbours to comment about the recent Dynamos tournament, parents were very inconsiderate in their parking at the end of the Avenue parking 7 vehicles on green open space, not leaving space for residents trying to enter or leave their drives etc.	Comment to be passed onto Dynamos Football Club. This was a rare occasion hopefully as it was tournament day and all residents had been leafletted to explain the situation.

Cllr Marsh 3/7/24



Bishop's Waltham Parish Council

9th July 2024

Agenda Item – Councillors' Surgeries

Friday	Saturday	Attendees	Location
	25.5.24	PW, BN	St Peter's Churchyard
28.6.24		JM	Country Market
	27.7.24 (Note PC event on 20.7.24)	KJ, MP, JWo	
30.8.24		TC	
	28.9.24	PW	
25.10.24			
	30.11.24		

To confirm the Councillors attending on 27.7.24 and future meetings.

Executive Officer 2.7.24