



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Finance, Policy and Resources
Committee held at the Priory Park Clubhouse, Elizabeth Way, Bishop's Waltham
on Tuesday 3rd August 2021 at 7.30pm.



Present:

Cllr T Wilson	Chairman
Cllr D Iro	
Cllr Mrs J Marsh	
Cllr B Nicholson	
Cllr Mrs M Pavey	
Cllr Mrs J Wood	

Non- Committee Members: None

In attendance:

Mrs L Edge	Clerk to the Committee
Mrs E McKenzie	Executive Officer
Mrs H Fisher	Senior Admin Assistant (Finance)
Mr J Storry	Responsible Finance Officer

Members of the public: None

FPR042/21 To receive and accept apologies for non-attendance.

Cllr Jones – indisposed.

Resolved: to receive and accept apologies for non-attendance as tabled.

Proposed: Cllr Mrs Wood

Seconded: Cllr Mrs Marsh

All in favour

FPR043/21 To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.

Nothing relating to the business of the meeting.

FPR044/21 To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.

Nothing relating to the business of the meeting.

FPR045/21 Public Session.

No members of the public were present.

FPR046/21 To approve the minutes from the meeting of the Finance, Policy and Resources Committee – 6th July 2021.

Resolved: to approve the minutes of the Finance, Policy and Resources Committee – 6th July 2021.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Marsh

All in favour that were present at the meeting.

FPR047/21 Actions arising from the meeting of the Finance, Policy and Resources Committee - 6th July 2021.

Noted.

FPR048/21 Report from RFO.

Report noted and on file.

Mr Storry reported/commented on the following:

Balances in Barclays accounts; new Arbuthnot Latham Instant Access Account; transfer of CIL funds not required this year to 100-day notice account.

Action: RFO

Following the recent power surge that resulted in the replacement of IT equipment Cllr Iro offered to review the IT system.

Action: DI

FPR049/21

Finance matters:

i) Payments Schedule – to approve payments.

Resolved: to approve the payments as tabled.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Pavey

All in favour.

ii) Bank Account Reconciliation Month 3 – to note the review by the Chairman.

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

Proposed: Cllr Nicholson

Seconded: Cllr Iro

All in favour.

iii) Parish Council Financial Position Year to Date and Balance Sheet – to note current position

Resolved: to note the current Financial Position Year to Date and Balance Sheet.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Wood

All in favour.

iv) Income and Expenditure Forecast - to note current position.

Resolved: to note the current position.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Pavey

All in favour.

FPR050/21

Capital Control Report - for information only.

Noted.

Committee chairmen were reminded not to delay spending on capital projects budgeted for this year. If projects would not be started in this financial year a request could be made to this Committee to transfer relevant funds to an ear marked reserve. This could be reviewed when budget setting for 2022/23.

FPR051/21

Internal Auditor appointment – to consider the appointment for 2021/22.

Resolved: to recommend to the Council the re-appointment of Mike Platten, Farsight Consulting as the Council's Internal Auditor for 2021/22.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson.

All in favour.

Action: Clerk

FPR052/21

Lengthsman's van – to approve the purchase of the vehicle.

Resolved: to recommend to the Council the purchase of a replacement vehicle for the Parish Lengthsman from Chase Vans at a cost of £8,500 + VAT – less £1,000 part exchange for current van.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Wood

All in favour.

Action: Clerk

FPR053/21

Recommendations from the Halls & Grounds Committee for consideration.

i) Petanque Terrain Hire Charges and Petanque Terrain Repairs.

Resolved: to ratify the recommendations of the Halls & Grounds Committee in relation to the Petanque Terrain Hire Charges and Repairs.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Pavey

All in favour.

ii) Hedge Cutting Contractor.

Resolved: to ratify the recommendation of the Halls & Grounds Committee in relation to the appointment of RJS Contractors as the Hedge Cutting Contractor.

Proposed: Cllr Mrs Wood

Seconded: Cllr Mrs Marsh

All in favour.

iii) Resurfacing Contractor.

Resolved: to ratify the recommendation of the Halls & Grounds Committee in relation to the appointment of Vitaplay as the Play Area Resurfacing Contractor.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Wood

All in favour.

FPR054/21

Standing Order and Terms of Reference amendments – proposals from the Chairman and Executive Officer for consideration.

Resolved: to approve the amendments to the Council's Standing Orders and Terms of Reference as tabled (with changes to 3 Meetings Generally – removal of requirement to stand; 4 addition of the Community & Environment Committee).

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Wood

All in favour.

Copies to be sent to all Councillors and staff.

Action: Clerk

FPR055/21

Parish Council Policies Review.

To appoint a Working Group to review the Policies.

Resolved: to appoint a Working Group (DI, JM, EMc) to review the Policies.

Proposed: Cllr Nicholson

Seconded: Cllr Mrs Wood

All in favour.

Action: DI/JM/EMc

FPR056/21

Staffing Sub-Committee Terms of Reference – for approval.

Resolved: to approve the Staffing Sub-Committee Terms of Reference with the addition of Chairman of Finance, Policy & Resources Committee to section 1.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson

All in favour.

FPR057/21

Current Grant Opportunities- for consideration.

Updates noted.

FPR058/21

Requests for future agenda items.

i) Budget setting for 2022/23.

ii) Bank mandate changes.

Card reader for payments to be sourced.

Action: Clerk

Action: RFO

Action: HF

FPR059/21

Date of next meeting – Tuesday 7th September 2021.

Noted.

FPR060/21

Motion for confidential business:

The Chairman then moved:

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

FPR061/21

Debtors List for consideration.

Noted – no action required at this time.

There being no further business the meeting closed at 8:51pm.