

BISHOP'S WALTHAM PARISH COUNCIL

Minutes of the meeting of the Finance, Policy and Resources
Committee held at Jubilee Hall, Little Shore Lane, Bishop's Waltham on
Tuesday 6th January 2015 commencing at 7.30pm.

Present:

Committee Members

Cllr P Stokes
Cllr Mrs J Marsh
Cllr Mrs T Conduct
Cllr Ms M Martin
Cllr T Wilson

Chairman
Vice Chairman

Non-Committee Members

Cllr R Shields

Also in attendance

Mrs L Edge Clerk
Mr J Storry RFO

Members of public

None.

FPR104/14 To receive and accept apologies for non-attendance

Cllr Gilling – indisposed.

Cllr Nicholson – holiday.

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

Proposed: Chairman

All in favour.

FPR105/14 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR106/14 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None relating to the business of the meeting.

FPR107/14 Public Session

No members of the public were present.

FPR108/14 Minutes of the meeting of the Finance, Policy and Resources Committee 2.12.14.

Resolved: to approve the minutes of the meeting of the 2.12.14.

Prop: Cllr Mrs Marsh

Sec: Cllr Mrs Conduct.

All in favour.

FPR109/14 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2.12.14.

Noted.

Chairman's Allowance – to be tabled at PC meeting 13.1.15.

Action: Clerk

Cllr Wilson reported that the Fixed Assets check for Halls & Grounds had been completed. and that he was compiling an up to date list.

Risk Assessment – meeting of working party to be held on 23.1.15.

Action: PS/TW/LE

- FPR110/14** **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.
- FPR111/14** **Report from RFO.**
Mandate changes for Arbuthnot Latham Accounts.
Resolved: to approve the signatories for the accounts – Cllr Mrs Marsh, Cllr Miller and Cllr Gilling (as per Barclays accounts) two out of three to sign.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Conduct
All in favour.
Resolved: To approve the third party mandate to allow the RFO or Clerk to act on behalf of the Council.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Conduct.
All in favour.
- FPR112/14** **Internal Auditor: Interim Report**
Resolved: to note the report and pass to Council.
Proposed: Chairman
All in favour. **Action: Clerk**
- FPR113/14** **Budget and Precept Setting 2015/16**
To consider the budget proposals.
The following amendments were agreed:
JH car park loan costs £9,000 – remove from precept pay from reserves for 2015/16 if necessary.
Election costs £1,000 - remove from precept pay from reserves for 2015/16 if necessary.
Community Events £2,000- reduce to £1,000 (Party in the Park 2015 postponed due to the range of community events planned, including the Agincourt anniversary).
Donations -Reduce from £500 to Nil (budgeted to come from party in the Park event).
Participatory Budgeting £1,000– remove.
Market Towns' Development Officer funding £8,500 – reduce to £3,500 following advice from Cllr Shields and Cllr Ms Martin.
QCS £500 – remove.
Cllrs Training £1,000 – reduce to £600.
Total reductions: £17,900.
Resolved: to approve and recommend the estimated expenditure of £432,304 for 2015/16.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour.
Resolved: to approve and recommend the precept requirement for 2015/16 as £346,556, less the Council Tax Support Grant of £26,218, total £320,338.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour. **Action: Clerk**
- FPR114/14** **Motion to rescind Minute Number FPR068/14 dated 7.10.14.**
Resolved: to rescind Minute Number FPR068/14 dated 7.10.14.
Proposed: Chairman
All in favour.

- FPR115/14** **Grant applications for consideration.**
 (i) R Pitts-Mellan: Individual Sports Grant.
Resolved: to thank Mr Pitts-Mellan for his letter and to advise him that the Parish Council supports grass roots sports, rather than individuals, through the local clubs.
 Proposed: Chairman
 All in favour.
 Applicant to be advised accordingly. **Action: Clerk**
 (ii) Bishop's Waltham Parish Fishing Club: S137 grant.
Resolved: to recommend a S137 grant of £1,000 for the Bishop's Waltham Parish Fishing Club for 2014/15.
 Proposed: Cllr Mrs Conduct
 Seconded: Cllr Wilson
 All in favour.
 Recommendation to be passed to full Council for ratification. **Action: Clerk**
- FPR116/14** **Forward Plan.**
List of actions and updates.
 Noted.
- FPR117/14** **Correspondence.**
West Hoe Grounds Maintenance Contract.
 Cllr Mrs Marsh as the Chair of the WHCMC responded to the correspondence.
 Tenders had been sought in accordance with procedures for the maintenance contract.
 Three responses were received and considered by the Committee.
 The quote chosen was not the lowest quote but was considered best value and appropriate.
 Cllr Wilson added that he was reviewing the original agreement drawn up for the cemetery management and would be providing a report to this Committee in due course.
 The Committee agreed to review procedures in relation to the WHCMC at the same time.
 The Clerk was asked to respond to the correspondent accordingly. **Action: Clerk**
- FPR118/14** **Councillors/Clerk reports**
 None at present.
- FPR119/14** **Requests for future agenda items**
 None at present.
- FPR120/14** **Date of next meeting 3.2.14.**
 Noted.
 Cllr Mrs Marsh tendered her apologies for this meeting.
- FPR121/14** **Motion for confidential business.**
The Chairman then moved on the completion of the above business:
"That in view of the confidential nature of the business about to be transacted involving staffing matters as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw."

 Mr Story and Cllr Shields left the meeting.

FPR122/14

Staffing Matters for consideration.

Following the rescinding of minute number FPR068/14 dated 7.10.14:

Resolved: to seek further advice from the Parish Council's HR Advisors (HALC) relating to staff reorganisation.

Proposed: Chairman

All in favour.

The Clerk stated that she was disappointed that the Committee had decided not to proceed with the original resolution and as she had not been involved in any discussions due to her absence would not take part in any further working parties on the issue.

There being no further business the meeting closed at 8.54pm.