# 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 3rd February 2015 commencing at 7.30pm.**

**Present:**

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| <u>Committee Members</u> | Cllr P Stokes | Chairman |
| | Cllr Mrs T Conduct | |
| | Cllr Ms M Martin | |
| | Cllr B Nicholson | |
| | Cllr T Wilson | |
| <u>Non-Committee Members</u> | None | |
| <u>Also in attendance</u> | Mrs L Edge | Clerk |
| | Mr J Storry | RFO |
| <u>Members of public</u> | 2 | |

**FPR123/14** **<u>To receive and accept apologies for non-attendance</u>**
Cllr Gilling – indisposed.
Cllr Mrs Marsh – holiday.
**Resolved: to receive and accept the apologies for non-attendance as tabled.**
Proposed: Chairman.
All in favour.

**FPR124/14** **<u>To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.</u>**
None.

**FPR125/14** **<u>To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.</u>**
Cllr Wilson – agenda item 13, Chairman of the MVARA (hall hirer).

**FPR126/14** **<u>Public Session</u>**
Mr Hayter addressed the Committee on the proposed Standing Order amendments.
Mrs Quiney addressed the Committee on the proposed hall hire increases and the potential impact on local organisations.

**FPR127/14** **<u>Minutes of the meeting of the Finance, Policy and Resources Committee 6.1.15.</u>**
**Resolved: to approve the minutes of the meeting of the 6.1.15..**
Prop: Cllr Wilson
Sec: Cllr Mrs Conduct.
4 in favour, 1 abstention.

**FPR128/14** **<u>Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2.12.14.</u>**
Noted.

**FPR129/14** **Parish Council Financial Position Year to Date and Balance Sheet**

Noted.
Cllr Wilson advised that his latest estimates showed that the Council would be approximately £16k overspent by the end of the year.
The RFO agreed and added that his cash flow forecast showed expenditure of approximately £30k for the last 3 months of the financial year.
The Chairman requested that the RFO's cash flow be included in the papers for the next meeting. **Action: RFO/Clerk**

**FPR130/14** **Verbal Report from RFO.**

Mr Storry reminded the Committee that the end of year was approaching and it was agreed that additional hours maybe needed to complete the Annual Return and related documents.

**FPR131/14** **Financial Risk Assessment and Action Plan for year ending 31.3.15.**

Cllr Stokes presented the assessment on behalf of the working party.
**Resolved: to accept the Risk Assessment and Action Plan and refer to full Council for approval.**
Proposed: Chairman
All in favour. **Action: Clerk**

**FPR132/14** **Annual Fixed Assets Check**

**Report from Cllr Wilson.**
Cllr Wilson presented his report.
**Resolved: The Asset Register is amended to reflect the results listed on schedules 2, 3 and 4.**
Proposed: Chairman
All in favour.
**Resolved: The definition of an asset is that the item is purchased at a minimum cost of £250 (Excluding VAT) with a working life of a minimum of 2 years. The Asset Register to be amended in accordance with this definition as listed in Schedule 2.**
Proposed: Chairman
All in favour.
**Resolved: The Asset Disposal and Transfer Forms to be authorised by the Clerk and the Chairman of the appropriate Committee. The Disposal / Transfer to be signed by the staff member who actions the physical movement.**
Proposed: Chairman
All in favour. **Action: RFO/Clerk**

**FPR133/14** **Site cost analysis**

**Report from Cllr Wilson.**
Cllr Wilson presented the report and provided explanation of the results.
**Resolved: to reduce the targets to 85% (sports) and 50% (halls) to be achieved within a four year period.**
Proposed: Cllr Wilson
Seconded: Cllr Nicholson.
All in favour.

**FPR134/14** **<u>Standing Order amendments.</u>**

**Proposed amendment to SO 3L**
**Resolved: to**
**1. Suspend the application of NALC Model SO3L at council and committee meetings until such time as it has been replaced.**
**2. Update standing orders to incorporate the new provisions to replace SO3L.Suggested wording: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting open to members of the public by any means is permitted. Anyone undertaking these activities must not act in a disruptive manner, which could result in them being excluded from the meeting. No recording of children, the vulnerable or members of the public who object to being recorded will be allowed."**
**3. Adopt a policy that makes provision for the new regulations (as set out in para 35 NALC LTN 5).** ***Note: it is from this new policy that appropriate wording for a new standing order can be agreed. [NALC has not yet provided a Model Standing Order to replace SO3L but they may do so in the future in the meantime councils should draft their own revised SO]***
**4. Follow the recommendations set out in para 36 of NALC LTN 5 (attached).**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Conduct
All in favour.

**Proposed amendment to SO 3(e).**
SO 3(e) currently states:
"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda."
As this Council allows members of the public to raise any issue within the public session it is suggested that the line "….in respect of the business on the agenda" is removed.
**Resolved: to amend SO 3(e) accordingly.**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Conduct
All in favour.

**FPR135/14** **<u>Halls & Sports Charges</u>**

**Recommendations from the Halls & Grounds Committee.**
Discussion points:
Comments from caretaker and Deputy Clerk concerning regular hirers.
Reason for increases.
Undercharging of the Gold room.
Comparison with other facilities in the area.
Admin issues relating to charge changes.
Increase for one off bookings only?
Effect on existing users.
**Resolved: to ratify the recommendation to increase all hall charges by 2% wef 1.4.15.**
Proposed: Cllr Mrs Conduct.
Seconded: Cllr Nicholson
All in favour.
**Resolved: to increase the Gold Room peak rate to twice the 2015/16 peak rate applied to Ruby/Silver/Diamond Rooms with the exception of groups/organisations booking at least 4 events within the financial year wef 1.4.15.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Nicholson
All in favour.
All hall users to be advised of increases prior to 1.4.15 and groups and organisations to consider seeking grant funding to cover any possible shortfall.

**Action: DClerk**
**Resolved: to ratify the recommendation to increase the sports charges by 2% wef 1.4.15.**
Proposed: Cllr Mrs Conduct.
Seconded: Cllr Wilson
All in favour.

**FPR136/14** **Forward Plan.**
**List of actions and updates.**
Noted.
Corporate Plan/Forward Plan – draft produced – agenda item next meeting.
**Action: Clerk**

**FPR137/14** **Correspondence.**
**Dept of Energy & Climate Change.**
Noted that timescale prevented Council submitting an application.
**Resolved: to write to Edward Davey (Energy and Climate Change Secretary) and request consideration of the proposal that energy from local solar farms should be used within that local community.**
Proposed: Cllr Nicholson
Seconded: Cllr Wilson
All in favour. **Action: Clerk**

**FPR138/14** **Councillors/Clerk reports**
None at present.

**FPR139/14** **Requests for future agenda items**
Cllr Wilson requested the following agenda items:
1. Review of reserves for the WHCMC for future projects i.e. car park renewal.
2. He had been advised that a grievance had been submitted by a member of staff which had not been considered by this Committee and that a disciplinary meeting had taken place that had not been discussed by this Committee. Requested that both matters should be an agenda item for next meeting. **Action: Clerk**

**FPR140/14** **Date of next meeting 3.3.14.**
Noted.

**FPR141/14** **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 Storry left the meeting.

**FPR142/14** **Staffing Matters for consideration.**
**Pay scales 2014-16.**
**Resolved: to accept the recommendations of NALC and SLCC in regard to the salary award for 2014 -16.**
Proposed: Chairman
All in favour.
**Resolved: to move the caretakers and the RFO to the recommended Spine Points.**
Proposed: Chairman
All in favour.

**Additional Staff matters.**
The Chairman noted the comments made by Cllr Wilson and acknowledged that procedures had not been followed correctly.
An extra meeting of the Committee would be called to address the issues raised.
**Action: Clerk**
The Clerk requested permission to seek locum help for the office and it was agreed that this was within the Clerk's remit. **Action: Clerk**
The Clerk advised the Committee that she was still awaiting a response from the caretaker concerning the full time role.

There being no further business the meeting closed at 9.17pm.