

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 2nd February 2016 commencing at 7.30pm.

Present:

Committee Members

Cllr B Nicholson	Chairman
Cllr T Wilson	Vice Chairman
Cllr Mrs T Conduct	
Cllr Mrs J Marsh	
Cllr R Shields	

Non-Committee Members

None

Also in attendance

Mrs L Edge	Clerk
Mrs E McKenzie	Administration Officer
Mr J Storry	RFO

Members of public

None

FPR147/15 **To receive and accept apologies for non-attendance**
All present at meeting.

FPR148/15 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
None relating to the business of the meeting.

FPR149/15 **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
Cllr Mrs Marsh and Cllr Shields agenda item 10 (both drivers of the minibus).

FPR150/15 **Public Session**
No members of the public were present.

FPR151/15 **Minutes of the meeting of the Finance, Policy and Resources Committee 5th January 2016**
Resolved: to approve the minutes of the meeting of the 5th January 2016.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour.

FPR152/15 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 5.1.16**
Noted.
Manual Handling meeting to be held on 8.2.16.

FPR153/15 **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.

FPR154/15

Report from the RFO.

i) Income & Expenditure by quarter to 31.3.16.

For information only.

Noted.

ii) Reserves Transfer.

For consideration.

Discussion points:

Income and Expenditure report does not agree with balance sheet.

Agreed that reports were correct at end of year.

Possible option to use alternative report within the RBS Omega system that would provide balanced figures.

Resolved:

- 1. Mr Storry to review reports within RBS Omega system and provide alternative if possible.**
- 2. If no alternative report is available, Internal Auditor to be asked if he finds it acceptable to have an Income and Expenditure report that does not agree with the balance sheet.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

Action: JS

iii) Earmarked Reserves.

For consideration.

A background on the actions concerning the loan was provided by Cllr Wilson.

Mr Storry explained his reasons for the proposal and the advice received from SLCC.

Resolved: to leave reserve for loan repayments within the earmarked reserves.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Conduct

All in favour.

FPR155/15

Financial Risk Assessment and Action Plan for year ending 31.3.16.

For consideration.

Resolved: to recommend the Financial Risk Assessment and Action Plan for the year ending 31.3.16 with the following amendments:

- 1. Additional column for 'action by' to be added to assessment.**
- 2. Assets – change to 'revaluation of building assets....'.**
- 3. Lack of forecasting to underlie annual precept – include details of actual reports tabled.**
- 4. Non-compliance with borrowing restrictions – amend last sentence to ' Total repayments in reserves to ensure finance available....'.**
- 5. Insufficient Reserves held – amend to ' General rule is that general reserve should be at least 3 months' and no more than 12 months' expenditure'**
- 6. Incomplete Financial Records – amend to '...signed by the RFO and tabled to note at monthly F, P & R meetings and then full Council for acceptance'.**
- 7. Activities outside the authority of the PC – change to '...meets monthly (except August)...'.**
- 8. Councillors' propriety – include and staff and add line to include register of relevant interests completed by staff.**

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

Clerk to make changes before tabling at Council meeting.

Action: Clerk

FPR156/15

Halls and Sports charges 2016-17.

i) Recommendations from the Halls & Grounds Committee for ratification.

Resolved: to ratify the recommendation of the Halls & Grounds Committee in relation to the hall hire charges for April 2016 to March 2017.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Mrs Marsh

All in favour.

Resolved: to ratify the recommendation of the Halls & Grounds Committee in relation to the Sports facility charges for April 2016 to March 2017.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Nicholson

All in favour.

Bookings system to be updated from 1st April 2016.

Action: EMM

ii) Outside storage and parking.

To consider a policy and charges.

1. Picnic benches – PC property – no charge necessary.

2. Chamber of Trade, signs and barriers

Resolved: to levy a charge of £1 plus £10 admin fee per year for the storage of the barriers and road signs held at the tractor shed for the Chamber of Trade. To charge for the groundsmen's' time when delivering or collecting signs and barriers.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh

All in favour.

3. Community minibus parking.

Resolved: to levy a charge of £1 plus £10 admin fee per year for the parking space for the community minibus at the Jubilee Hall.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Wilson

All in favour.

Chamber of Trade and Community Minibus to be advised and invoices raised.

Action: LE/EMM

4. Hire of car parks.

Resolved: to charge Gold room hourly rate for the hire of the full car park and the Ruby room hourly rate for the hire of ½ car park (minimum hire). Hire of car park to be considered on an individual basis and subject to hall booking requirements.

Proposed: Chairman

All in favour.

Hire rate to be added to system.

Action: EMM

FPR157/15

Leases and Licences.

Proposal from the working party.

For consideration.

Resolved: to adopt the policy as tabled for all current and future leases. Changes to leases to be effective from renewal date.

Proposed: Cllr Wilson

Seconded: Cllr Shields

All in favour.

Letters to be sent to all lease/licence holders.

Action: Clerk

FPR158/15

Forward Plan.

List of actions and updates.

Noted.

FPR159/15 Councillors/Clerk reports
None at present.

FPR160/15 Requests for future agenda items
None at present.

FPR161/15 Date of next meeting 1.3.16
Noted.

FPR162/15 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 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.”

FPR163/15 Staffing Matters.
Report from the Clerk.
For consideration.
Noted.

There being no further business the meeting closed at 8.40pm.