# 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 March 2015 commencing at 7.30pm.**

**Present:**

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| Committee Members | Cllr Mrs J Marsh | Vice Chairman |
| | Cllr Mrs T Conduct | |
| | Cllr Ms M Martin | |
| | Cllr B Nicholson | |
| | Cllr T Wilson | |
| Non-Committee Members | None | |
| Also in attendance | Mrs L Edge | Clerk |
| | Mr J Storry | RFO |
| Members of public | None | |

**FPR150/14** **To receive and accept apologies for non-attendance**
Cllr Gilling – indisposed.
Cllr Stokes – family commitment.
**Resolved: to receive and accept the apologies for non-attendance as tabled.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Ms Martin
All in favour.

**FPR151/14** **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
Cllr Nicholson – agenda item 15.

**FPR152/14** **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
None relating to the business of the meeting.

**FPR153/14** **Public Session**
No members of the public were present.

**FPR154/14** **Minutes of the meeting of the Finance, Policy and Resources Committee 3.2.15.**
**Resolved: to approve the minutes of the meeting of the 3.2.15.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Nicholson
4 in favour, 1 abstention.

**FPR155/14** **Minutes of the extra meeting of the Finance, Policy and Resources Committee 13.2.15.**
**Resolved: to approve the minutes of the extra meeting of the 13.2.15.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Ms Martin
4 in favour, 1 abstention,

**FPR156/14** **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3.2.15 & 13.2.15.**
Noted.

**FPR157/14** **<u>Parish Council Financial Position Year to Date and Balance Sheet</u>**
Noted.
Historical VAT Control – the RFO confirmed that this would be zero by the end of the month.

**FPR158/14** **<u>Verbal Report from RFO.</u>**
**Including cash flow estimate.**
Mr Storry advised that the internal auditor had visited on 2.3.15 for his quarterly audit. He was completely satisfied and a report will follow.

**FPR159/14** **<u>Replacement of fan unit on boiler at the Jubilee Hall.</u>**
**To ratify the actions of the Chairman of the Halls & Grounds Committee and the Clerk.**
Proposed: Chairman.
All in favour.

**FPR160/14** **<u>Travel Allowances.</u>**
**Review of allowances.**
**Resolved: to adopt the table of allowances with the exception of travel within the parish.**
Proposed: Chairman
All in favour.

**FPR161/14** **<u>ACSO Provision – Services Agreement</u>**
The Committee considered the agreement.
The following issues were raised:
Removal of car parking enforcement.
Section 2.3 should read 'price as per hours worked'.
Section 2.9 to become 6 months if BWPC becomes Lead Partner.
**Resolved: to defer approval of the Services Agreement until the issues raised have been addressed.**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour.
Clerk to advise Denmead PC. **Action: Clerk**

**FPR162/14** **<u>Standing Order 3L and Protocol for Public and Press Reporting Council Meetings.</u>**
**1. Standing Order 3L.**
**i) Advice from the Hampshire Association of Local Councils.**
**ii) Comments from parishioner.**
Noted.
**Resolved: to recommend the adoption of the wording provided by HALC in relation to Standing Order 3L "Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, [or] a committee [or sub-committee] should be conducted in accordance with the Council's Protocol for Reporting at Meetings."**
Proposed: Chairman
All in favour.

**2. Protocol for Public and Press Reporting Council meetings.**
**i) Advice from the Hampshire Association of Local Councils.**
**For consideration.**
**Resolved: to recommend the adoption of the Protocol for Public and Press Reporting Council meetings as drafted by the Hampshire Association of Local Councils with the following amendments.**
**2.1 remove 'recommended'**
**2.2 change 'should' to 'must'.**
Proposed: Chairman
All in favour.
Both matters to the ratified by the Council. **Action: Clerk**

**FPR163/14** <u>Recording of Meetings by the Council.</u>
**Resolved: to purchase the Phillips DPM8900 Digital Conference/Meeting Recording System at a cost of £529.00 excl VAT.**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Conduct
All in favour. **Action: Clerk**

Cllr Nicholson left the room.

**FPR164/14** <u>West Hoe Cemetery.</u>
**i) Management arrangements.**
**Paper from Cllr Wilson**
**Resolved: to seek legal advice on the status of the agreement with reference to section 15.**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour.
**ii) Committee reserves.**
**Paper from Cllr Wilson.**
**For consideration.**
**Resolved: to consider the creation of an "Identified Financial Reserve" account in order to build up a fund for this purpose within the budget setting for 2016/17.**
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh.
All in favour.

Cllr Nicholson returned to the room.

**FPR165/14** <u>Forward Plan.</u>
**List of actions and updates.**
Noted.
**Including Review of Corporate Plan/Forward Plan from Cllr Stokes and the Clerk**
**For consideration**
**Resolved: to approve the review of the Corporate Plan/Forward Plan as tabled.**
Proposed: Chairman
All in favour.
Full review of Corporate Plan to be undertaken in new Council year. **Action: Clerk**

**FPR166/14** <u>NALC Parliamentary Briefing</u>
**House of Commons debate on local government finance reports.**
Noted.

**FPR167/14** **<u>Councillors/Clerk reports</u>**
None at present.

**FPR168/14** **<u>Requests for future agenda items</u>**
None at present.

**FPR169/14** **<u>Date of next meeting 7.4.15</u>**
Noted.

**FPR170/14** **<u>Motion for confidential business.</u>**
**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 commercially sensitive business, possible legal matters and 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.

**FPR171/14** **<u>Correspondence: Bishop's Waltham Cricket Club.</u>**
**Albany Road land.**
**For consideration**
**Resolved: to seek a valuation of the land for consideration by this Committee and to arrange a meeting with the Cricket Club to discuss cricket facilities in Bishop's Waltham.**
Proposed: Cllr Wilson
Seconded: Cllr Ms Martin
All in favour. **Action: Clerk**

**FPR172/14** **<u>Staffing Matters for consideration.</u>**
**i) Notes from confidential session of meeting 13.2.15.**
**Resolved: to accept the notes from the confidential session of the meeting 13.2.15 and to note that the Staff Working Party would not be undertaking the staff appraisals.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Ms Martin
4 in favour, 1 abstention.

**ii) Report on grievance matter and recommendations.**
**For consideration.**
**Resolved: to note the report and recommend to the Council that a Staff Register of Interests is introduced; that a tendering process for Council run events where retailers and service providers are required, and agree (as appropriate) financial contributions in advance is introduced.**
**To update the member of staff and to enquire whether they still wish to pursue the grievance.**
Proposed: Chairman
All in favour. **Action: Clerk**

**iii) Notification of appeal.**
**For information and response.**
**Resolved: to advise the Councillors chosen to sit on the Hearing Panel and to delegate authority to the Clerk to source an additional Panel if necessary.**
Proposed: Chairman
All in favour.
**Action: Clerk**

**iv) Report from Staff Working Party Meeting 16.2.15.**
***For information only.***
Noted.
Appraisal form noted.

**v) Staff matter.**
**For consideration.**
**Resolved: to arrange a meeting with the Council's HR Advisor at her earliest convenience and members of the Finance, Policy & Resources Committee to discuss any proposal and to make a recommendation, if appropriate, to this Committee and the Council in due course.**
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
4 in favour, 1 abstention. **Action: Clerk**

**vi) Documentation and Information related to staff re-organisation**
**For consideration.**
Noted.

**vii) Review of flexible working arrangements.**
**For consideration.**
**Resolved: to continue with the Flexible Working Arrangements for the staff member.**
Proposed: Chairman
All in favour.

There being no further business the meeting closed at 9.55pm.