

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 7th April 2015 commencing at 7.30pm.

Present:

Committee Members

Cllr P Stokes	Chairman
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
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Members of public

None.

FPR173/14 To receive and accept apologies for non-attendance

Cllr Gilling – indisposed.

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

Proposed: Cllr Mrs Conduct

Seconded: Cllr Stokes

All in favour.

Other apologies received:

Mr Storry – family commitment.

FPR174/14 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

Cllr Nicholson – agenda item 16.

FPR175/14 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None relating to the business of the meeting.

FPR176/14 Public Session

No members of the public were present.

FPR177/14 Minutes of the meeting of the Finance, Policy and Resources Committee 3.3.15.

Resolved: to approve the minutes of the meeting of the 3.3.15.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Mrs Marsh

5 in favour, 1 abstention.

FPR178/14 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3.3.15.

Noted.

FPR179/14 Parish Council Financial Position Year to Date and Balance Sheet

Noted.

Cllr Wilson provided an additional forecast and estimated that the Council would be overspent by the end of the year.

- FPR180/14** **Verbal Report from the RFO.**
Including cash flow estimate.
 Apologies received from Mr Storry.
 The Clerk advised the Committee of an error in invoicing going back 2 years which had resulted in the Council raising a substantial credit for the hirer.
 The error was due to incorrect information being entered into the booking system.
- FPR181/14** **Correspondence: Fair Account.**
Interim Internal Audit Report Oct 2014 – Jan 2015.
Resolved: to accept the report and refer to the full Council.
 Proposed: Cllr Mrs Conduct
 Seconded: Cllr Nicholson
 All in favour. **Action: Clerk**
- FPR182/14** **Telephone Expenses – Transfer of Financial Responsibility.**
Proposal from Cllr Wilson.
Resolved: with effect from April 2015 all telephone costs not related to the Parish Council administration be allocated to the appropriate cost centres.
 Proposed: Chairman
 All in favour. **Action: RFO**
- FPR183/14** **ACSO Provision – Services Agreement**
 Fixed Notices – Clerk to check arrangements for receipt of fines. **Action: Clerk**
Resolved: to approve the ACSO Provision Services Agreement.
 Proposed: Cllr Mrs Conduct
 Seconded: Cllr Nicholson
 All in favour.
- FPR184/14** **Grant applications 2015/16.**
Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 144 grant of £ 1,000 to Bishop's Waltham in Bloom in the Council year 2015/16.
 Proposed: Cllr Mrs Conduct
 Seconded: Cllr Mrs Marsh
 All in favour.
- Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 214 grant of £1,750 to St Peter's PCC in the Council year 2015/16.**
 Proposed: Cllr Mrs Conduct
 Seconded: Cllr Wilson
 All in favour.
- Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 144 grant of £2,000 to Bishop's Waltham Chamber of Trade & Commerce in the Council year 2015/16.**
 Proposed: Cllr Mrs Marsh
 Seconded: Cllr Mrs Conduct
 All in favour.
- Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 142 grant of £2,000 to the Bishop's Waltham & Meon Valley Citizen's Advice Bureau in the Council year 2015/16.**
 Proposed: Chairman
 All in favour.

Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 137 grant of £300 to Home Start in the Council year 2015/16.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Mrs Marsh

All in favour.

Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 137 grant of £500 to Winchester Youth Counselling in the Council year 2015/16.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Nicholson

All in favour.

Resolved: Bishop's Waltham Parish Council's Finance, Policy & Resources Committee recommend a Section 145 grant of £500 to the Town Team in the Council year 2015/16.

Proposed: Cllr Wilson

Seconded: Cllr Stokes

All in favour.

All recommendations to be passed to Council for approval at the May meeting.

Action: Clerk

FPR185/14

Standing Order Amendments.

a) Standing Order 3 (aa)

Resolved: to recommend the deletion of Standing Order 3 (aa).

Proposed: Cllr Mrs Conduct

Seconded: Cllr Stokes

All in favour.

b) Standing Order 4a

Cllr Wilson presented his proposal.

Defeated: to add:

.....and the number of Councillors appointed may not exceed 50% of the total appointed to the "parent" Standing Committee.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

2 in favour, 3 against.

FPR186/14

Publication Scheme

Correspondence: Information Commissioner's Office

Noted.

Resolved: to amend the charge for documents from £3 to £1 in all cases.

Proposed: Chairman

All in favour.

Action: Clerk

FPR187/14

Parish Council Representatives on Outside Bodies

Resolved: to recommend that the Parish Council does not send representatives to meetings of the CAB, Youth Club, Chamber of Trade and the Museum Trust.

Appropriate letter to be sent to the organisations to advise.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh.

All in favour.

Action: Clerk

- Cllr Nicholson left the room.
- FPR188/14** **West Hoe Cemetery: Asset Stocktake**
Resolved: that the Asset Register is amended to reflect the 3 disposals listed:
Hedge & Grass Shears
Wheelbarrow, contractors green pressed pan
Metal 'No Access' sign for gate
And that the Falon nameplate Grave Markers are removed from the register.
Proposed: Cllr Wilson
Seconded: Cllr Stokes
All in favour.
Cllr Nicholson returned to the room.
- FPR189/14** **Forward Plan.**
List of actions and updates.
Noted.
- FPR190/14** **Correspondence: Dept of Energy and Climate Change.**
Noted.
- FPR191/14** **Correspondence: Meon Valley Bowls Club.**
Advertising Boards.
Resolved: to agree in principle to the erection of the advertising boards but to request full details of the boards before granting final approval. Meon Valley Bowls Club to check with the local planning authority in regard to any possible planning permission required.
Proposed: Chairman
All in favour. **Action: Clerk**
- FPR192/14** **Correspondence: The Pensions Regulator.**
Noted.
- FPR193/14** **Councillors/Clerk reports**
None at present.
- FPR194/14** **Requests for future agenda items**
None at present.
- FPR195/14** **Date of next meeting 5.5.15.**
Noted.
- FPR196/14** **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 commercially sensitive business 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."
- FPR197/14** **CAB Lease Renewal.**
Resolved: to renew the lease for a further three years and to increase the rental to £9,200 per annum (in line with CPI over the last 3 years) for the three years.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour. **Action: Clerk**

FPR198/14

Staffing Matters for consideration.

i) Reference for staff member.

Resolved: to approve the reference.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Conduct

All in favour.

ii) Job descriptions for Administration roles.

Resolved: to approve the job descriptions and to begin process for recruitment of administration assistant.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Conduct

All in favour.

iii) Staffing Update.

Resolved: to review the current job description and pay scales for the relevant roles and to inform staff member of Committee's decision.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Mrs Marsh

All in favour.

There being no further business the meeting closed at 9.04pm.