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 June 2015 commencing at 7.30pm.

Present:

Committee Members	Cllr Mrs T Conduct	
	Cllr Mrs J Marsh	
	Cllr B Nicholson	
	Cllr R Shields	
	Cllr T Wilson.	
Non-Committee Members	None	
Also in attendance	Mrs L Edge	Clerk
	Mr J Storry	RFO
Members of public	None	

FPR001/15 **Election of Vice Chairman of Committee.**
Nomination: Cllr T Wilson
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
4 in favour, 1 abstention.

FPR002/15 **To receive and accept apologies for non-attendance**
None.

FPR003/15 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
Cllr Nicholson, agenda item 12.

FPR004/15 **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
None relating to the business of the meeting.

FPR005/15 **Public Session**
No members of the public were present.

FPR006/15 **Minutes of the meeting of the Finance, Policy and Resources Committee 5th May 2015.**
Resolved: to approve the minutes of the meeting of the 5.5.15.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour of those who were present at the meeting.

FPR007/15 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 5.5.15.**
Noted.

FPR008/15 **Parish Council Financial Position Year to Date and Balance Sheet**
Cllr Wilson provided an explanation of the reports produced.
RFO to produce a cash flow report when considered necessary.

FPR009/15 **<u>Verbal Report from the RFO.</u>**
Mr Storry reported/commented on the following:
Annual Return nearing completion- variance analysis to be completed, issues with the RBS Sales ledger to be explained to BDO (External Auditors).

FPR010/15 **<u>Annual Return for financial year ended 31 March 2015.</u>**
i) Section 1- Accounting Statements
ii) Section 2 – Annual Governance Statement
iii) Intermediate Review Questionnaire.
iv) Relevant supporting documentation.
For consideration and referral to Council.
Resolved: to refer the Annual Return for the year ended 31 March 2015 to the Council for signing.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Conduct
All in favour. **Action: LE**

FPR011/15 **<u>Correspondence: Fair Account.</u>**
Resolved: to note the report and refer it to the Council.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Shields
All in favour. **Action: LE**

Cllr Nicholson left the room.
Cllr Wilson took the chair.

FPR012/15 **<u>West Hoe Cemetery Management Committee.</u>**
Memorandum of Agreement.
Legal response for consideration.
Discussion points:
Noted legal response.
Current maintenance contract.
Retirement of existing clerk.
Resolved: to initiate discussions with Swanmore Parish Council on the replacement of the clerk for the West Hoe Cemetery Management Committee.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Shields
All in favour. **Action: LE**

Cllr Nicholson returned to the room and took the chair.

FPR013/15 **<u>Iosis Lease for land at Priory Park.</u>**
To agree 3 months' notice for any changes to lease.
Resolved: to give Iosis Dental Clinic three months' notice.
Proposed: Chairman
All in favour. **Action: LE**

FPR014/15 **<u>Correspondence: HALC.</u>**
Consultation on Future Affiliation to NALC.
For consideration.
Resolved: to request further information from HALC before considering the proposal in more detail.
Proposed: Chairman
All in favour. **Action: LE**

FPR015/15 **<u>Forward Plan.</u>**

List of actions and updates.

Noted.

Cllr Shields and the Clerk to meet to consider the Local Council Award Scheme requirements before presenting a paper at the next meeting. **Action: RS/LE**

FPR016/15 **<u>Councillors/Clerk reports</u>**

None at this time.

FPR017/15 **<u>Requests for future agenda items</u>**

Review of Corporate Plan. **Action: LE**

FPR018/15 **<u>Date of next meeting 7.7.15.</u>**

Noted.

FPR019/15 **<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 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.

FPR020/15 **<u>Staffing Matters</u>**

i) To confirm shortlist for interview: Administration Officer and Administration Assistant.

Resolved: to confirm the shortlist for interviews as tabled.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Wilson

All in favour.

ii) To appoint interview panel.

Resolved: to appoint the interview panel, Clrs Nicholson, Conduct, Marsh, Shields, Wilson and Mrs Edge as the interview panel.

iii) Caretaker role.

Resolved: to make the proposed Senior Caretaker role a full time (37 hours pw) position. To draw up a job description for circulation and to discuss with current caretaking staff. Role to be subject to a probation period to the end of the year.

Proposed: Chairman

All in favour. **Action: LE**

iv) Appraisal report.

Noted.

There being no further business the meeting closed at 8.50pm.