

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 June 2016 commencing at 7.30pm.

Present:

Committee Members

Cllr R Howe
Cllr T Wilson
Cllr Mrs J Marsh
Cllr B Nicholson
Cllr D Rowe
Cllr Mrs P Wilson

Chairman
Vice Chairman

Non-Committee Members

Cllr R Shields

Also in attendance

Mrs L Edge
Mrs E McKenzie
Mr J Storry

Clerk
Administration Officer
RFO

Members of public

None.

FPR001/16 Election of Vice Chairman of the Committee.

Nomination: Cllr T Wilson

Proposed: Chairman

All in favour.

Resolved: to elect Cllr T Wilson as Vice Chairman of the Committee.

FPR002/16 To receive and accept apologies for non-attendance

None.

FPR003/16 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR004/16 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

Cllr Nicholson – agenda item 14.

FPR005/16 Public Session

No members of the public were present.

FPR006/16 Minutes of the meeting of the Finance, Policy and Resources Committee 3rd May 2016.

Resolved: to approve the minutes of the meeting of the 3rd May 2016.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour.

FPR007/16 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 3.5.16.

Noted.

Council Policies review completed – agenda item next meeting.

- FPR008/16** **Parish Council Financial Position Year to Date and Balance Sheet**
i) Noted that balance sheet budgets were not correct. RFO to amend accordingly. **Action: RFO**
ii) RFO to review financial reporting. **Action: RFO**
- FPR009/16** **Jubilee Hall car park extension – change of cost centre within accounts.**
For consideration.
Resolved: to approve the amendments as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
- FPR010/16** **New CCTV camera at Hoe Road Pavilion.**
Recommendation from the Halls & Grounds Committee for approval.
Resolved: to approve the recommendation from the Halls & Grounds Committee in relation to the purchase of a new CCTC camera at the Hoe Road pavilion at a cost of £1495.00 plus VAT.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Wilson
All in favour. **Action: Admin Officer**
- FPR011/16** **Report from the RFO.**
Mr Storry reported on the following:
Sports Related Play Area at PP – suppliers now paid in full, open spaces funding received.
BW Youth Hall Trust – loan repaid.
Auditors' visit 31.5.16.
- FPR012/16** **Annual Return for financial year ended 31 March 2016.**
i) Section 1- Annual Governance Statement
ii) Section 2 –Accounting Statements
iii) Intermediate Review Questionnaire.
iv) Relevant supporting documentation.
For consideration and referral to Council.
Resolved: to refer the Annual Return for the financial year ended 31 March 2016 to the Council for approval.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson
All in favour. **Action: Clerk**
- FPR013/16** **Comparisons of Annual Income and Expenditure by code.**
For information only.
Noted – copy to be passed to all Committee Chairmen. **Action: Clerk**
- FPR014/16** **Grant applications 2016/17.**
For consideration.
i) **Bishop's Waltham Festival**
Resolved: to recommend a Section 145 grant of £210 to the Bishop's Waltham Festival in the Council year 2016/17.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Nicholson
All in favour.
ii) **Town Team.**
Resolved: to recommend a Section 145 grant of £2,500 to the Bishop's Waltham Town Team in the Council year 2016/17.
Proposed: Cllr Wilson

Seconded: Cllr Mrs Marsh
5 in favour, 1 abstention (interest declared).

Action: Clerk

FPR015/16

Proposal for Election of Parish Council Chairperson & Vice Chairperson.

i) Paper from Cllr Mrs Wilson for consideration.

ii) Notes from Clerk for consideration.

Cllr Mrs Wilson presented her paper and added some additional notes concerning the practice of electing the Vice Chairman as the new Chairman.

Resolved: to recommend to the Council a new Standing Order as follows:

“The Vice Chairman of the Council to be automatically elected as Chairman of the Council following the retirement of the outgoing Chairman, unless the Vice Chairman does not wish to be considered.”

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

5 in favour, 1 abstention.

Action: Clerk

Councillors to be asked if they wish to be considered for Vice Chairman before the start of the Council year. Clerk to check this with HALC.

Action: Clerk

FPR016/16

Grant Policy and application form.

For review.

Resolved: to remove sentence 2 and amend sentence 6 to “The Council will consider grant applications in excess of £2000 in exceptional circumstances only”, to draft a letter to all organisations reminding them of the grants and due to the limitations on the Council’s budget that due consideration will be given to the organisations financial position.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour.

FPR017/16

Forward Plan.

List of actions and updates.

Noted.

FPR018/16

Councillors/Clerk reports

Cllr Mrs Marsh – attended Educational Institute Trust meeting – still awaiting confirmation on term of lease. (Agenda item PC meeting 14.6.16).

FPR019/16

Requests for future agenda items

Cllr Howe – Parish Council Office.

Action: RH/Clerk

FPR020/16

Date of next meeting 5.7.16.

Noted.

FPR021/16

Motion for confidential business:

The Chairman then moved:

“That in view of the confidential nature of the business about to be transacted involving commercially sensitive 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.

FPR022/16 **Jubilee Hall, Diamond Suite agreement.**
For consideration.
Resolved: to approve the agreement as tabled; and
agree the rental of £3,348 per annum for 2016-17 with effect from 1st June 2016.
Proposed: Chairman
All in favour. **Action: Clerk**

FPR023/16 **Staffing Matters**
Paper from the Clerk for consideration.
Resolved: to approve the immediate implementation of the new pay scales for 2016-
2017 backdated to 1st April 2016; and to the implementation of the new pay scales
for 2017-2018 with effect from 1st April 2017.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Wilson
All in favour. **Action: RFO**

There being no further business the meeting closed at 8.44pm.