

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 July 2015 commencing at 7.30pm.

Present:

<u>Committee Members</u>	Cllr B Nicholson	Chairman
	Cllr T Wilson	Vice Chairman
	Cllr Mrs T Conduct	
	Cllr Mrs J Marsh	
	Cllr R Shields	

Non-Committee Members None

<u>Also in attendance</u>	Mrs L Edge	Clerk
	Mr J Storry	RFO

Members of public None

FPR021/15 To receive and accept apologies for non-attendance
None received.

FPR022/15 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.
None relating to the business of the meeting.

FPR023/15 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.
Cllr Shields – agenda item 10 grant application.

FPR024/15 Public Session
No members of the public were present.

FPR025/15 Minutes of the meeting of the Finance, Policy and Resources Committee 2nd June 2015.
Resolved: to approve the minutes of the meeting of the 2.6.15.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh.
All in favour.

FPR026/15 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2.6.15.
Noted.

FPR027/15 Parish Council Financial Position Year to Date and Balance Sheet
Noted.

FPR028/15 Verbal Report from the RFO.
Mr Storry had nothing to report at this time and there were no questions for him.
The Chairman advised the Committee that Mr Storry had produced a simplified financial analysis with estimated projections. An example of this report was provided and considered.
The Committee approved the report and Mr Storry agreed to provide for future meetings.

- FPR029/15** **Parish Council Reserves.**
Resolved: to authorise the transfer of funds (as per budgeted amounts) totalling **£10,500.00** to the Council's ringfenced reserves for the equipment as detailed.
Proposed: Chairman
All in favour. **Action: RFO**
- FPR030/15** **Grant application for consideration.**
Resolved: to recommend a Section 144 grant of £500 for the Bishop's Waltham Festival in 2015/16.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Nicholson
4 in favour, 1 abstention (interest declared).
Recommendation to be passed to Council. **Action: Clerk**
- FPR031/15** **Financial Regulations.**
To consider amendments.
Resolved: to amend references from 'Deputy Clerk' to 'Administration Officer' throughout the document.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour. **Action: Clerk**
- FPR032/15** **Policies for adoption.**
i) First Aid Policy – deferred to allow further discussion with Lawes Marsh representative.
ii) Control of Contractors Policy – deferred to allow further discussion with Lawes Marsh representative. (Noted that this policy was not recommended by the Halls & Grounds Committee).
iii) Sickness Absence Policy
Resolved: to adopt the Sickness Absence Policy with amendments as tabled.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour.
iv) Disciplinary & Grievance Policy – deferred for redrafting.
- FPR033/15** **Pension auto-enrolment.**
i) Correspondence: The Pension Regulator
For information only.
Noted.
ii) Correspondence: HALC
For information only.
Noted.
iii) Working Party.
To appoint a working party.
Resolved: to appoint Cllr Mrs Marsh and Cllr Wilson to the working party along with the Clerk and the RFO. Other Councillors and non-Councillors to be invited to join working party.
Proposed: Chairman
All in favour. **Action: Clerk**

- FPR034/15** **Iosis Lease for land at Priory Park.**
Resolved: to renew the lease for Iosis Dental Clinic for the land at Priory Park.
Lease to be renewed for 3 years, reminder terms of agreement to remain the same and the annual rental to be increased to £3,500 + VAT per annum.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Wilson
All in favour. **Action: Clerk**
- FPR035/15** **Forward Plan.**
List of actions and updates.
Noted.
- FPR036/15** **Local Council Award Scheme.**
Resolved: to agree that the Parish Council should aim for the Quality Award by January 2016 and to agree a sharing of tasks for the FP&R members in managing the production of the evidence, policies and procedures listed above under “Work Required” -
Evidence of consulting the community – Cllr Shields
A policy for training new staff and councillors - Clerk
Councillor profiles – Cllr Nicholson to source template, all Councillors to write profiles.
A community engagement policy involving two-way communication between council and community – Cllr Shields
A training policy and record for all staff and councillors – Clerk.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Conduct
All in favour. **Action: RS/LE/BN**
- FPR037/15** **Review of Corporate Plan.**
Resolved: to appoint Cllr Mrs Conduct and the Clerk to the working party. Other Councillors to be invited to join working party.
Terms of Reference: to review the Council’s Corporate Plan.
Completion date: December 2015.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Wilson
All in favour. **Action: TC/LE**
- FPR038/15** **Councillors/Clerk reports**
None at present.
- FPR039/15** **Requests for future agenda items**
None at present.
- FPR040/15** **Date of next meeting 4.8.15.**
Noted.

FPR041/15

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 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.

FPR042/15

Staffing Matters.

i) Administration Roles.

1) To recommend the appointment of Mrs Emma McKenzie as Administration Officer to the Council, salary as tabled, with effect from 8.7.15.

2) To recommend the appointment of Mrs Emilie Mar-Molinero as Administration Assistant to the Council, salary as tabled, with effect from 13.7.15.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Wilson

All in favour.

Recommendations to be passed to Council.

Action: Clerk

Contracts:

Resolved to approve the contracts for the two roles as tabled and amended.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Wilson

All in favour.

ii) Senior Caretaker Role.

Resolved: to advertise the Senior Caretaker role at 21 hours per week, salary within range tabled.

Letter to be sent to existing staff.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Conduct.

All in favour.

Action: Clerk

There being no further business the meeting closed at 9.00pm.