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 5th July 2016 commencing at 7.30pm.

Present:

Committee Members	Cllr R Howe	Chairman
	Cllr T Wilson	Vice Chairman
	Cllr Mrs J Marsh	
	Cllr B Nicholson	
	Cllr D Rowe	
	Cllr Mrs P Wilson	
Non-Committee Members	None	
Also in attendance	Mrs L Edge	Clerk
	Mrs E McKenzie	Administration Officer
	Mr J Storry	RFO
Members of public	None	

FPR02416 **To receive and accept apologies for non-attendance**
None.

FPR025/16 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
None relating to the business of the meeting.

FPR026/16 **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
None relating to the business of the meeting.

FPR027/16 **Public Session**
No members of the public were present.

FPR028/16 **Minutes of the meeting of the Finance, Policy and Resources Committee 7th June 2016.**
Resolved: to approve the minutes of the meeting of the 7th June 2016.
Proposed: Cllr Mrs Wilson
Seconded: Cllr Mrs Marsh
All in favour.

FPR029/16 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 7.6.16.**
Noted.

FPR030/16 **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.
Cllr Wilson advised that he had submitted some queries to the RFO.
Cllr Mrs Marsh questioned the Council's contribution for the Market Towns' Development Officer. The Clerk was asked to check if the Town Team would be making a contribution to the PC as per last year. **Action: Clerk**

FPR031/16 <u>**Report from RFO.**</u>

For information only.

The RFO had prepared an Income and Expenditure report and he provided an update to this.

The Annual Return had been submitted but he was still catching up with work deferred due to the Return.

FPR032/16 <u>**Ashton Corner Bus Shelter – Side Panels.**</u>

Recommendation from the Planning, Environment & Highways Committee for consideration.

Resolved: to arrange the purchase and installation of full side panels for the bus shelter at Ashton Corner at a cost of £1,159.40 + VAT as recommended by the Planning, Environment and Highways Committee.

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour. **Action: Clerk**

FPR033/16 <u>**Health & Safety Policies Review.**</u>

Report from Working Party for consideration.

Mrs McKenzie presented the report.

Resolved: to appoint the Clerk, Mrs Edge as the Safety Officer; to review H & S Policy status sheet every June; to feedback requirements and comments to Alan Kerridge of Lawes Marsh at July meeting; to report any Policy updates made by Lawes Marsh to BWPC at October meeting; to present updated policies to F, P&R Committee for approval at December meeting; to consider changing the office door code.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Nicholson

All in favour. **Action: LE/EMc**

FPR034/16 <u>**Parish Council Office.**</u>

Paper from Cllr Howe.

For consideration.

Resolved: to appoint a working party (Cllr Howe, Cllr Wilson and the Clerk) to research options for the improvement to the facilities at the Jubilee Hall.

Proposed: Chairman

All in favour. **Action: RH/TW/LE**

Clerk to check legal position on sale of an asset. **Action: Clerk**

FPR035/16 <u>**CIL Funding.**</u>

i) Report on CIL meeting at Winchester City Council - Clerk

Noted.

ii) Proposal for Managing CIL Funding – paper from Cllr Wilson for consideration.

Resolved: to approve the policy on CIL Funding as follows:

A minimum value for Projects to be funded from the CIL Funds to be agreed to be £25,000. Projects below this value to be included within budgets as current and therefore funded within the Precept requirement.

All Committees to provide a list of Projects, in priority order, that they wish to be funded from the CIL Funds. The lists to be reviewed on a quarterly basis.

A Working Party, chaired by the Parish Council Chairman, consisting of the Chairman of all Sub-Committees to meet six monthly (or as necessary). Their brief will be to agree the priority use of the CIL Funds through the implementation of the Projects. This will be forwarded as a recommendation to the F, P&R Committee for

approval. This approved list will be used to authorise the allocation of Funds as they become available.

A Balance Sheet Account to be created to hold the CIL Funds until their use when they will be credited to an income code within the appropriate Committee's Capital Cost Centre. The expenditures will then be charged to an equivalent expense code, thus maintaining individual project control. (This procedure to be agreed with the Auditor)
Proposed: Chairman
All in favour.
Committees to consider project lists at September meetings. **Action: LE/EMc**
Auditors to be consulted on the proposed procedure. **Action: Clerk**

iii) CIL Forecast 2014 -2031 for consideration.
Noted.

FPR036/16 **<u>Forward Plan.</u>**
List of actions and updates.
Noted.
LCAS Submission – response chased.

FPR037/16 **<u>Councillors/Clerk reports</u>**
Cllr Nicholson reported on exchanges between himself and Cllr Rowe concerning a proposal from Cllr Rowe on finance matters. This paper had not been included on the agenda for this meeting. It was proposed and agreed to table the paper at the Council meeting on 12.7.16. **Action: Clerk**

FPR038/16 **<u>Requests for future agenda items</u>**
None at this time.

FPR039/16 **<u>Date of next meeting 6.9.16</u>**
Noted.

FPR040/16 **<u>Motion for confidential business:</u>**
The Chairman then moved:
"That in view of the confidential nature of the business about to be transacted involving commercially sensitive, legal 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.

FPR041/16 **<u>Correspondence: BW Scouts.</u>**
Hoe Road site.
For consideration.
Resolved: to advise the Scouts that the Council was not minded to consider this request at this time but would review the situation in 2019.
Proposed: Chairman
All in favour.

FPR042/16 **<u>Lilypads Pre-school.</u>**
Recommendations from the Halls & Grounds Committee for consideration.
Resolved: to ratify the recommendations of the Halls & Grounds Committee in relation to the use of the Hoe Road pavilion by the Lilypads Pre-School.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Wilson
All in favour. **Action: EMc**

FPR043/16 **<u>Staffing Matters</u>**

Report from the Clerk for consideration.

1. **Appraisals.**
   Noted.
2. **Staffing hours.**
   Resolved: to seek advice from Council's HR provider and to arrange meeting accordingly.
   Proposed: Chairman
   All in favour. **Action: Clerk**

There being no further business the meeting closed at 9.18pm.