

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 4th August 2015 commencing at 7.30pm.

Present:

Committee Members

Cllr B Nicholson	Chairman
Cllr T Wilson	Vice Chairman
Cllr Mrs T Conduct	
Cllr Mrs J Marsh	
Cllr R Shields	

Non-Committee Members

None

Also in attendance

Mrs L Edge	Clerk
Mrs E McKenzie	Administration Officer
Mr J Storry	RFO

Members of public

None.

FPR043/15 To receive and accept apologies for non-attendance
None received.

FPR044/15 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.
Cllr Nicholson – agenda item 19(ii) – agreed to move this item to the end of the meeting.

FPR045/15 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.
None relating to the business of the meeting

FPR046/15 Public Session
No members of the public were present.

FPR047/15 Minutes of the meeting of the Finance, Policy and Resources Committee 7th July 2015.
Resolved: to approve the minutes of the meeting of the 7th July 2015.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour.

FPR048/15 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 2.6.15.
Noted.
FPR034/15 – Iosis Lease – confirmation received of acceptance. Lease to be drawn up and forwarded for signature. **Action: Clerk**
FPR029/15 – reserve transfers – reversal of original entry. Cllr Wilson asked that this action be checked with RBS. **Action: RFO**

FPR049/15 Parish Council Financial Position Year to Date and Balance Sheet
Noted.
Balance sheet entry – holding deposit -£17 – RFO to check and provide explanation of entry. **Action: RFO**

- FPR050/15** **Verbal Report from the RFO.**
Including Income & Expenditure Report.
 Report noted – ACSO expense to be removed following PC resolution to transfer to reserves.
 Year to date – on course.
 June income good.
 Arbuthnot Latham letter re Financial Services Deposit Scheme.
 BT line rental increase.
 Barclays Bank mandate changes completed.
 Arbuthnot Latham has requested further information.
 RFO now able to reconcile on a weekly basis.
- FPR051/15** **Parish Council Budget Setting for 2016/17.**
Paper from Clerk for consideration.
Resolved: Noted the requirement to continue the sterling work to reduce the budget wherever possible.
 1. To advise the Committees of the timeline for budget setting
 2. To advise Committees that an inflationary rise of 1% could be applied unless a specific reason for any other rate is justified on an individual code basis.
 3. Salaries to be budgeted for a 1% increase.
 4. Budgets to be considered on a 3 year basis, with no allowance for inflation in years 2 & 3.
 5. To agree the working party for this committee (Cllr Nicholson, Cllr Wilson and the Clerk). Date of meeting to be arranged. **Action: BN/TW/Clerk**
 Proposed: Chairman
 All in favour.
- FPR052/15** **Annual Fixed Assets Check.**
To consider the arrangements for the check.
Resolved: Cllrs Conduct and Wilson and Mrs McKenzie to undertake checks at the end of September.
 Proposed: Cllr Mrs Marsh
 Seconded: Cllr Nicholson
 All in favour. **Action: TC/TW/EMc**
- FPR053/15** **Policies for consideration and adoption:**
i) Disciplinary Policy.
 Committee agreed amendments to the policy. Clerk to draft and table at next meeting for adoption. **Action: Clerk**
ii) Grievance Policy.
 Committee agreed amendments to the policy. Clerk to draft and table at next meeting for adoption. **Action: Clerk**
- FPR054/15** **Policy on Freedom of Information Requests.**
To set up a sub-committee to undertake a review of the policy.
 Clerk to forward current policy to Committee members with comments for consideration before tabling at next meeting. **Action: Clerk**
- FPR055/15** **HALC Report (referred from Council 14.7.15).**
Suggestions from the report for investigation/consideration.
Consider changing the Parish Clerk's title e.g. Executive Officer.
 Deferred to allow Clerk to research other Council's actions. **Action: Clerk**
Consider changing the Parish Council title e.g. Community or Town Council.
 Not at this time.

Do we review the performance of the Internal Auditor?

Policy to be agreed – to include need for relevant qualifications, quarterly reporting and any comments from external auditor to be considered by this Committee.

Do we have a Business Continuity Plan?

Not at present – plan to be drafted.

Have we implemented the Transparency Regulations “If in doubt, publish!”

Yes – ongoing.

All policies and procedures should be reviewed on a regular basis.

All policies to include review date and list to be drawn up.

Additional matters:

Appraisal policy – to be drafted.

Expenses policy – to be drafted.

Email, social media etc policy – to be drafted.

Resolved: to undertake the actions as detailed.

Proposed: Chairman

All in favour.

Action: Clerk

FPR056/15

Forward Plan.

List of actions and updates.

Noted.

FPR057/15

Councillors/Clerk reports

None at present.

FPR058/15

Requests for future agenda items

LCAS update.

Action: RS/LE

FPR059/15

Date of next meeting 6.10.15.

Noted.

Cllr Nicholson tendered his apologies for this meeting.

FPR060/15

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.

FPR061/15

Staffing Matters for consideration and information.

i) Appraisals 2015.

Resolved: to approve the appraisals as tabled.

Proposed: Chairman

All in favour.

Objectives to be set for new staff members at 3 month review.

Action: Clerk

ii) Verbal report from Clerk

For information only.

Staff member's change of additional employment.

No interest as yet in senior caretaker role.

Cllr Nicholson left the meeting.

iii) WHCMC Clerk

For consideration

Resolved: to advise Swanmore Parish Council as follows:

As agreed at meeting in July, further discussions (as a matter of urgency) to be held on the recruitment of a new Clerk for the West Hoe Cemetery Management Committee following the retirement of the current Clerk.

SPC to be advised that BWPC can provide the Clerk from existing staff members as the support both admin and grounds is available at the Council.

Resolved: Cllr Wilson

Seconded: Cllr Mrs Conduct.

All in favour.

Action: Clerk

There being no further business the meeting closed at 9.39pm.