

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 6th September 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

None

Also in attendance

Mrs E McKenzie
Mr J Storry

Administration Officer
RFO

Members of public

1

FPR044/16 **To receive and accept apologies for non-attendance**
None.

FPR045/16 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
None relating to the business of the meeting.

FPR046/16 **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
None relating to the business of the meeting.

FPR047/16 **Public Session**
One member of the public were present. He was welcomed by the Chairman for his attendance and interest in the Committee.

FPR048/16 **Minutes of the meeting of the Finance, Policy and Resources Committee 5th July 2016.**
Resolved: to approve the minutes of the meeting of the 5th July 2016.
Proposed: Cllr Mrs J Marsh
Seconded: Cllr D Rowe
All in favour.

FPR049/16 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 5.7.16.**

Noted.

Access onto Parish Council land queried.

ACTION: Follow up and reply to Committee.

ACTION: Clerk to the Committee

MTDO funding – update requested

ACTION: Clerk to the Committee

The Working Party has met to consider the size of the Parish Council Office and there is a plan in draft to present at a near future meeting.

FPR050/16 **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.

FPR051/16 **Report from RFO**

The RFO reported that no final response had been received from the External Auditor but it was due imminently. Additional information had been requested and satisfactorily supplied.

i) CIL Funding.
For consideration.

Explanations on CIL funding spending were noted. It was felt that consideration of guidance from HALC would be beneficial.

Resolved: To take further advice from HALC initially and also WCC. Reconsider options next month.
Chairman's Proposal
All in favour.

Possible sale of asset will need legal advice. Noted that this had been done so could be discussed further at future meeting.

ii) Income & Expenditure 2016/17
For information only.

Noted.

ACTION: Year to Date Budgets required for next month's meeting

ACTION: RFO/ Clerk to the Committee

iii) Financial Variances July 2016.
For information only.

Noted.

Query raised regarding the value of coding error, when coding correction required. It was requested that more detail would be useful when considering coding errors to monitor this variance and impact.

FPR052/16 **Parish Council Budget Setting for 2017/18**
Paper from the Clerk for consideration.

Noted.

Resolved:

- 1) To advise the Committees of the timeline for budget setting;**
- 2) To advise Committees that an inflationary rise of 2% is 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, unless future information becomes available;**
- 4) Budgets to be considered on a 3 year basis, with no allowance for inflation in years 2 & 3.**

Proposed: Cllr T Wilson

Seconded: Cllr D Rowe

All in favour.

Resolved:

To agree a working party for this committee to be comprised of Cllr R Howe, Cllr T Wilson and Cllr D Rowe, and to arrange a date for the first meeting.
Proposed: Cllr B Nicholson
Seconded: Cllr J Marsh
All in favour.

Cllr T Wilson offered aid to any other Committee in their budget setting.

FPR053/16

CIL Projects

Paper from the Clerk for consideration.

Noted.

The Committee members were requested to list projects for consideration for next month's meeting.

FPR054/16

Pension Auto-Enrolment.

Recommendation from the working party for consideration.

The RFO noted that taking a break from the Pension Scheme was, because of auto-enrolment, more complex as employees have to leave the scheme then re-join it.

Resolved:

- 1) Bishop's Waltham Parish Council offers the Local Government Pension Scheme as its scheme for auto enrolment.**
- 2) Relevant staff are advised of the auto-enrolment, how it applies to them and the option to opt out.**

Proposed: Cllr J Marsh

Seconded: Cllr D Rowe

All in favour

FPR055/16

Communications Policy for consideration.

Noted.

ACTION: Investigate possible overlaps with other relevant policies to check where any changes made would affect other policies

ACTION: Clerk to the Committee

FPR056/16

Precept benchmarking – reports from Cllr Wilson.

For information only.

Noted.

FPR057/16

Forward Plan.

List of actions and updates.

Noted.

Minor alterations noted as required for Quality Status (now Local Council Award Scheme) application. Clerk to update the Committee next month as to progress on this matter.

ACTION: Clerk to the Committee

FPR058/16

Councillors/Clerk reports

None.

FPR059/16

Requests for future agenda items

Risk register requested. Cllr D Rowe to write paper relating to this matter.

Update on Internal Auditor Report.

FPR60/16

Date of next meeting - Tuesday 4th October 2016

Noted.

There being no further business the meeting closed at 8:29pm.