

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 October 2015 commencing at 7.30pm.

Present:

Committee Members

Cllr T Wilson
Cllr Mrs T Conduct
Cllr Mrs J Marsh
Cllr R Shields

Vice Chairman

Non-Committee Members

None.

Also in attendance

Mrs L Edge
Mrs E McKenzie
Mr J Storry

Clerk
Administration Officer
RFO

Members of public

None.

FPR062/15 To receive and accept apologies for non-attendance

Cllr Nicholson – family commitment.

Resolved: to receive and accept the apologies for non-attendance as tabled.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Conduct

All in favour.

FPR063/15 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None relating to the business of the meeting.

FPR064/15 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

None relating to the business of the meeting.

FPR065/15 Public Session

No members of the public were present(ed).

FPR066/15 Minutes of the meeting of the Finance, Policy and Resources Committee 4th August 2015.

Resolved: to approve the minutes of the meeting of the 4th August 2015.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Mrs Marsh

All in favour.

FPR067/15 Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 4.8.15.

Action 048/15 – complete

Action 049/15 - item to be removed from balance sheet.

Action 034/15 & 048/15 – noted as complete

Action 055/15 – noted as complete.

Clerk to reinstate action 037/15.

Action: Clerk

- FPR068/15** **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.
Reserves transfer to be actioned. **Action: JS/TW**
- FPR069/15** **Verbal Report from the RFO.**
Including Income & Expenditure Report.
Mr Storry reported/commented on the following:
1. Arbutnot Latham reducing interest rate.
2. External Auditor approved Annual Return – minor issue only.
3. Internal Auditor – September visit – report awaited. JS to chase. **Action: JS**
4. Balance sheet Code 103 – JS and TW to discuss. **Action: JS/TW**
- FPR070/15** **West Hoe Cemetery Funding.**
To approve the payment.
Resolved: to approve the payment of £4,000 for the running of the West Hoe Cemetery.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour. **Action: JS**
- FPR071/15** **Grant Application for consideration.**
Bishop's Waltham Youth Hall Trustees.
Resolved: to refer the request to the Council for consideration alongside second request tabled at Council meeting on 13.10.15. Trustees to be asked to consider withdrawing the grant application and to provide a 2 year plan for the hall to include all potential grants and loans over that period.
Proposed: Chairman
All in favour. **Action: LE**
- FPR072/15** **Parish Council Budget Setting for 2016/17.**
Resolved: to approve the draft budget for 2016/17 as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Shields
All in favour.
- FPR073/15** **Procedures and Policies for consideration and adoption:**
i) Disciplinary Procedure.
Resolved: to adopt the Disciplinary Procedure as tabled.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour.
ii) Grievance Procedure.
Resolved: to adopt the Grievance Procedure with one amendment to 3.2(ii) to read “two members of the F, P & R Committee...”
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour
iii) Social Media Policy
Policy withdrawn – Communications Policy to be drafted. **Action: LE**
iv) Freedom of Information Policy.
Resolved: to adopt the Freedom of Information Policy as tabled.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Shields
All in favour.

iv) Staff Recruitment Policy.

Resolved: to adopt the Staff Recruitment Policy as tabled.

Proposed: Chairman

All in favour.

v) First Aid Policy.

Resolved: to adopt the First Aid Policy as tabled.

Proposed: Cllr Shields

Seconded: Cllr Mrs Marsh

All in favour.

FPR074/15

Correspondence for consideration:

i) HALC – Direct Access Scheme.

Resolved: delegated authority given to the Clerk to decide on option. Information to be sought concerning costs and advice available.

Proposed: Chairman

All in favour.

Action: Clerk

FPR075/15

LCAS Update.

Paper from Cllr Shields and the Clerk for information only.

Noted.

Agenda item December meeting (if ready) for resolutions.

Action: Clerk/RS

FPR076/15

Forward Plan.

List of actions and updates.

Noted.

FPR077/15

Councillors/Clerk reports

None at present.

FPR078/15

Requests for future agenda items

Council's Land Agent.

Action: Clerk

FPR079/15

Date of next meeting 3.11.15.

Noted.

FPR080/15

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 commercially sensitive business, possible legal matters 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.”

FPR081/15

Correspondence: Bishop's Waltham Cricket Club.

Ground Tenure at Albany Road.

Resolved: to recommend to the Council that the Club is offered a 15 year extension to the lease, details including charge to be discussed.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Conduct

All in favour.

Action: Clerk

FPR082/15

Staffing Matters.

Report from the Clerk for consideration.

i) JS appraisal.

Resolved: to approve the appraisal for Mr Storry.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Wilson

All in favour.

Resolved: RFO's hours to remain at 7.5 per week with additional extra hours as agreed by the Clerk. Hours to be monitored until December 2015 and reconsidered by Committee accordingly. RFO to cover all aspects of the job description.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Wilson

All in favour.

ii) Senior caretaker.

The Clerk advised that 3 applications had now been received.

Copies of the applications to be forwarded to all Committee members to consider list for interview.

Action: Clerk

FPR083/15

Aged Debtor Report.

Recommendation from Halls & Grounds Committee.

For consideration.

Resolved: to write off the bad debt as tabled.

Proposed: Cllr Mrs Marsh

Seconded: Cllr Mrs Conduct.

All in favour.

Action: JS

There being no further business the meeting closed at 9.04pm.