

**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 4<sup>th</sup> October 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 L Edge  
Mrs E McKenzie  
Mr J Storry

Clerk  
Administration Officer  
RFO

Members of public

None.

**FPR061/16**     **To receive and accept apologies for non-attendance**  
None.

**FPR062/16**     **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**  
Cllr Nicholson – agenda item 11.

**FPR063/16**     **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**  
None relating to the business of the meeting.

**FPR064/16**     **Public Session**  
No members of the public were present.

**FPR065/16**     **Minutes of the meeting of the Finance, Policy and Resources Committee 6<sup>th</sup> September 2016.**  
**Resolved: to approve the minutes of the meeting of the 6<sup>th</sup> September 2016.**  
Proposed: Cllr Mrs Wilson  
Seconded: Cllr Mrs Marsh.  
All in favour.

The Chairman thanked Mrs McKenzie for an excellent job during the Clerk's absence.

**FPR066/16**     **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 6.9.16.**  
Noted.  
MTDO funding – no update from Town Team – update due next month.

**FPR067/16**     **Parish Council Financial Position Year to Date and Balance Sheet**  
Noted.  
Cllr Wilson informed the Committee that the majority of the outstanding queries had now been resolved.

- FPR068/16**      **Committee Budget Setting 2017/18.**  
**To consider the recommendations from the working party.**  
Discussion points:  
Jubilee Hall car park estimated costs.  
Priory Meadow loan repayments to end in 2019.  
Addition of budget line for office refurbishment and ACSO income.  
**Resolved: to accept the recommendations from the working party as tabled. Net expenditure for Committee - £225,932.**  
Proposed: Cllr Wilson  
Seconded: Cllr Nicholson  
All in favour.  
Reserve contributions and additional sources of funding to be considered at next meeting.  
**Action: Clerk/TW**
- FPR069/16**      **Fair Account - Interim Internal Audit Report (2016/17) April 2016 – July 2016.**  
**To note the report from the Internal Auditor and refer to Council.**  
**Resolved: to note the report and refer to Council.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Mrs Wilson  
All in favour.  
**Action: Clerk**
- FPR070/16**      **Report from RFO.**  
**i) Annual Return 2015/16.**  
**To note report from External Auditor and refer to Council.**  
**Resolved: to note report and refer to Council.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Howe  
All in favour.  
**Action: Clerk**
- ii) CIL Funding.**  
**For consideration.**  
**Resolved: to accept the recommendation from Derek Kemp, NALC advisor in relation to the management of any CIL funding.**  
Proposed: Cllr Mrs Marsh  
Seconded: Cllr Nicholson.  
All in favour.  
RFO to advise BDO in due course.  
**Action: RFO**
- iii) Income & Expenditure 2016/17**  
***For information only.***  
Noted.
- iv) Financial Variances August/September 2016.**  
***For information only.***  
Noted. Report to be referred to Council.  
**Action: Clerk**
- Updates from RFO:  
Staff member has withdrawn request to leave Pension Scheme.  
2<sup>nd</sup> half of precept received.  
Financial queries completed.  
Gas supply contract to be investigated.

Cllr Nicholson left the room.

- FPR071/16**      **Correspondence: West Hoe Cemetery Management Committee.**  
**Request for funding.**  
**For consideration.**  
**Resolved: to approve the request from the West Hoe Cemetery Management Committee for funding of £4,000.**  
Proposed: Chairman  
All in favour. **Action: Clerk**  
Cllr Nicholson returned to the room.
- FPR072/16**      **Use of Hoe Road Pavilion by the Church Hall (Lilypad) Pre-School.**  
**i) Licence for consideration.**  
**Resolved: to approve the licence for the use of the Hoe Road pavilion by the Church Hall (Lilypad) Pre-School.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Marsh  
All in favour.
- ii) Toilet refurbishment works.**  
**For consideration.**  
**Resolved: approve the recommendation of the Halls & Grounds Committee to select KJN Home Improvements to undertake the toilet development works, and associated redecoration of that area, at Hoe Road Pavilion at a total cost of £6,952.19, with the proviso that they can undertake the project during October and November 2016. An alternative company was selected as a back-up, Martin Williams, with the same proviso in place and to recommend this to the Council for ratification.**  
Proposed: Cllr Wilson  
Seconded: Cllr Mrs Marsh  
All in favour. **Action: Clerk**
- FPR073/16**      **LCAS Application.**  
**i) Update from the Clerk – for information.**  
Noted.  
**ii) Amended Standing Orders – for approval.**  
**iii) New Financial Regulations – for approval.**  
**Resolved: to approve the amended Standing Orders and new Financial Regulations as tabled (FR 4.8 to be changed to monthly).**  
Proposed: Cllr Wilson  
Seconded: Cllr Nicholson  
All in favour.  
New documents to be uploaded to Council website and application resubmitted.  
**Action: Clerk/Admin Asst**
- FPR074/16**      **Annual Asset check.**  
**To agree Councillors to undertake the annual check.**  
**Resolved: annual check to be undertaken by Cllr Mrs Marsh, the Administration Officer, the Senior groundsman and the Senior caretaker.**  
Proposed: Chairman  
All in favour. **Action: JM/EMc/TV/FH**

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| FPR075/16 | <p><b><u>Forward Plan.</u></b><br/> <b>List of actions and updates.</b><br/>         Noted.<br/>         Cllr Howe to deputise for Cllr Nicholson at meeting on 24.10.16.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Action: RH</b>       |
| FPR076/16 | <p><b><u>Councillors/Clerk reports</u></b><br/> <b>i) Jubilee Hall facilities improvements – notes of working party meeting 23.8.16.</b><br/>         Noted.<br/>         Agenda item next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Action: RH/TW/LE</b> |
| FPR077/16 | <p><b><u>Requests for future agenda items</u></b><br/>         None at this time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
| FPR078/16 | <p><b><u>Date of next meeting - Tuesday 1<sup>st</sup> November 2016.</u></b><br/>         Noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
| FPR079/16 | <p><b><u>Motion for confidential business:</u></b><br/> <b>The Chairman then moved:</b><br/> <b>“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.”</b><br/> <br/>         Mr Storry left the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
| FPR080/16 | <p><b><u>Staffing Matters for consideration.</u></b><br/> <b>i) Appraisals and recommendations.</b><br/> <b>Resolved: to note the appraisals and to award all staff who have achieved a qualification in 2015/16 are awarded a scale point salary increase as per Council policy with effect from 1.10.16.</b><br/>         Proposed: Cllr Mrs Marsh<br/>         Seconded: Cllr Howe<br/>         All in favour.<br/> <b>ii) RFO Job description and working hours.</b><br/> <b>Resolved: to approve the revised job description and the change in contracted hours for the RFO role (7.5 hours pw to 15 hours pw).</b><br/>         Proposed: Cllr Mrs Marsh<br/>         Seconded: Cllr Wilson<br/>         All in favour.<br/> <b>iii) Administration Officer, CiLCA Course.</b><br/> <b>Resolved: to provide support to Mrs McKenzie by giving additional and remunerated time to allow her to complete the portfolio of evidence and to cover any relevant expenses (in accordance with the CiLCA Learning Agreement).</b><br/>         Proposed: Chairman<br/>         All in favour.</p> | <b>Action: Clerk</b>    |