

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 3rd November 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.

FPR084/15 **To receive and accept apologies for non-attendance**
No apologies required.

FPR085/15 **To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.**
None relating to the business of the meeting.

FPR086/15 **To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.**
Cllr Shields – agenda item 12.

FPR087/15 **Public Session**
No members of the public were present.

FPR088/15 **Minutes of the meeting of the Finance, Policy and Resources Committee 6th October 2015.**
Resolved: to approve the minutes of the meeting of the 6th October 2015.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour.

FPR089/15 **Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 6.10.15.**
Noted.
069/15(4) noted as complete.

FPR090/15 **Parish Council Financial Position Year to Date and Balance Sheet**
Noted.
Cllr Wilson noted that the reserves transfer was not showing on report.

- FPR091/15** **Verbal Report from the RFO.**
Including Income & Expenditure Report.
Mr Storry reported/commented on the following:
Code changes; electricity supply fixed for 3 years with EoN; website updated with finance report; internal auditors' visit 9.11.15.
Resolved: to confirm that the Income and Expenditure report should be produced for consideration at every meeting until the end of the financial year.
Proposed: Chairman
All in favour. **Action: RFO**
- FPR092/15** **Internal Auditor's report Q1.**
Resolved: to accept the report and forward to Council.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
4 in favour, 1 abstention. **Action: Clerk**
- FPR093/15** **Parish Council Budget Setting for 2016/17.**
The draft budgets from the Committees were tabled for consideration.
Discussion points:
Government grant – arrangements should be made to cover this amount as there was no guarantee that the Council would continue to receive these funds.
ACSO - £15,000 precepted in 2015/16 – as yet no one in post. Final decision to be taken in January 2016 in regard to these funds.
Resurfacing of tennis courts – assumption made within estimates that Council would agree to fund the works in this year. Council should allow for a reserve to cover resurfacing in 10/15 years' time.
CDC Budget – noted that large increase was due to the cost of hiring Council facilities and groundsmen for the event. Adjustment to be made within income figures.
Split of costs for transit van, currently 50/50 P, E & H and H & G – noted that the van was used almost all of the time by the parish lengthsman.
Building reserves – Council should allow reserves for the replacement/refurbishments of its buildings.
Resolved: to recommend the draft budget to the Council for consideration and to include the following:
 1. £1,000 to be added to income from groundsmen (Street party).
 2. Van costs to be split 90% P, E & H and 10% H & G.
 3. ACSO – figures to be left as showing in draft budget pending decision/appointment in January 2016.
 4. £2,000 to be included for reserves for tennis court maintenance.
 5. £5,000 to be included for reserves for building replacement/refurbishment.
 6. Contingency level to be restored to 2% of budget net expenditure.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Wilson
All in favour.
Recommendations to be passed to Council. **Action: Clerk**
- FPR094/15** **Financial Risk Assessment.**
Resolved: to appoint a working party (Cllr Nicholson, Cllr Shields and the Clerk) to undertake the Financial Risk Assessment.
Proposed: Cllr Wilson
Seconded: Cllr Mrs Marsh
All in favour. **Action: BN/RS/Clerk**

- FPR095/15** **Grant Application for consideration.**
Bishop's Waltham Community First Responders (S137 grant).
Resolved: to recommend a S137 grant of £135.00 for the BW Community First Responders.
Proposed: Cllr Mrs Marsh
Seconded: Cllr Mrs Conduct
4 in favour, 1 abstention (interest declared).
Recommendation to be passed to Council for ratification. **Action: Clerk**
- FPR096/15** **Lengthsman Agreement.**
Resolved: to approve and accept the Lengthsman Agreement.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Mrs Marsh
All in favour.
Clerk to check with Insurance Company re use of groundsmen by other organisations.
Action: Clerk
- FPR097/15** **The Local Council Award Scheme.**
i) Community Consultation and Engagement.
Report on Engagement with the Community and Promotion of Democratic Processes.
Resolved: to approve the Community Engagement Policy – 2016 and the report on Engagement with the Community and Promotion of Democratic Processes 2015.
Proposed: Cllr Shields
Seconded: Cllr Mrs Marsh
All in favour.
ii) Training Policy for Staff and Councillors.
Resolved: to approve the Training Policy for Staff and Councillors with the following amendments:
Section 6 to be added to Section 4, numbers to be reorganised.
Proposed: Cllr Mrs Conduct
Seconded: Cllr Wilson
All in favour. **Action: Clerk**
- FPR098/15** **Council and Committee Meetings – 2016/17.**
Proposal from Cllr Wilson for consideration.
Resolved: to recommend that no official Council and Committee Meetings will be planned for the month of August 2016. Emergency meetings will be arranged if the Clerk and Chairman of the appropriate Committee decree it is necessary.
Proposed: Cllr Wilson
Seconded: Cllr Nicholson
All in favour.
Recommendation to be passed to Council. **Action: Clerk**

FPR099/15

Approval of Revenue and Capital Expenditures.

Proposals to amend Standing Orders and Financial Regulations.

Paper from Cllr Wilson for consideration.

Resolved: to recommend the following changes to Standing Orders (Terms of Reference) and Financial Regulations:

Amend the "Terms of Reference" of all Standing Committees relating to the approval of expenditures as follows:

Incur Revenue expenditures on behalf of the Council, relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.

Incur Capital expenditures on behalf of the Council up to a maximum of £10,000 relating to the facilities described above, and within the itemised authorised budgetary limits as agreed annually, by the Council.

Recommend Revenue and Capital expenditures on behalf of the Council, relating to the facilities described above, and above the itemised authorised budgetary limits as agreed annually, by the Council (including unbudgeted expenditures).

Amend the "Financial Regulations" as follows:

4.1. All Capital and Revenue expenditures may be authorised up to the amounts included in the approved "itemised line budget" for that type of expenditure.

All Capital and Revenue expenditures unbudgeted or above the "itemised line budget" for that type of expenditure are to be determined by:

- The Council for all items over £2,500 following recommendation from the Finance, Policy and Resources Committee;
- The Finance, Policy and Resources Committee for all items up to £2,500 following recommendation by the appropriate Standing Committee; or
- The Clerk for any items below £1,000 in agreement with the Chairman of the appropriate Committee.

Such authority is to be evidenced by the appropriate Committee approving the monthly Income and Expenditure Reports by Minute.

Proposed: Cllr Wilson

Seconded: Cllr Mrs Conduct

All in favour.

Recommendations to be passed to Council.

Action: Clerk

FPR100/15

Correspondence: Crowe

Could Bishop's Waltham be the first 'Global Village'?

For information only.

Noted.

FPR101/15

Forward Plan.

List of actions and updates.

Noted.

iii) Senior Caretaker role.

For consideration.

Resolved: to interview the candidates as agreed for the senior caretaker role.

Proposed: Cllr Mrs Conduct

Seconded: Cllr Wilson

All in favour.

Interview panel to be Cllr Mrs Conduct, Cllr Wilson and the Clerk.

There being no further business the meeting closed at 9.13pm.