

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 2nd September 2014 commencing at 7.30pm.

Present:

Committee Members

Cllr P Stokes
Cllr Mrs J Marsh
Cllr Mrs T Conduct
Cllr Ms M Martin
Cllr B Nicholson
Cllr T Wilson

Chairman
Vice Chairman

Non-Committee Members

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Also in attendance

Mrs K Grover Deputy Clerk
Mr J Storry RFO

Members of public

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FPR035/14

Apologies for non-attendance

Cllr B Gilling – prior commitment.

Resolved: to accept the apologies for non-attendance.

Proposed: Cllr Mrs J Marsh

Seconded: Cllr Mrs T Conduct

All in favour.

FPR036/14

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

None

FPR037/14

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

Cllr Mr B Nicholson – Agenda item FPR045/14

FPR038/14

Public Session

Mrs D Quiney requested documentation to prove estimates had been obtained to provide new allotments. **Action: Clerk**

The Chairman advised Mrs Quiney that this is matter is with the Halls & Grounds Committee.

Mrs Quiney asked Cllr T Wilson (Chairman of the Halls & Grounds Committee) to provide her with a copy of the minutes and documentation as there was no assessment in the minutes and as rate payers require costing in public domain. **Action: Clerk**

FPR039/14

Minutes of the meeting of the Finance, Policy and Resources Committee 1.7.14.

Resolved: to approve the minutes of the meeting of the 1.7.14.

Prop: Cllr Mrs J Marsh

Sec: Cllr Mr T Wilson

All in favour.

FPR040/14

Actions Arising from the minutes of the meeting of the Finance, Policy and Resources Committee 1.7.14.

Noted.

- FPR041/14** **Parish Council Financial Position Year to Date and Balance Sheet**
 JM – question to RFO – no budget line for Cleaning Services
 RFO – stated he does not have involvement in budgets or entering budgets
 TW to answer – unless specific to halls costs, it goes to code 230 (halls general)
- FPR042/14** **Risk Assessment and Financial Management for period 1st April 2014 – 31st March 2015.**
 The Chairman proposed “**the Committee agree a working party: Chairman, Cllr Mr T Wilson, Cllr Mrs J Marsh and the Clerk. Date of meeting to be agreed**”
 All in favour. **Action: Clerk**
- FPR043/14** **Annual Fixed Assets Check**
 The Committee considered the arrangements for the check.
 The Chairman proposed “**the Committee agree that Cllr Mrs T Conduct, Cllr Mr B Nicholson, Cllr Mr T Wilson and the Clerk together with relevant member of staff undertake the asset check, West Hoe Cemetery Asset Register to be included. Annual Fixed Assets Check to be completed by 01/01/2015**”
 All in favour **Action: Clerk**
- FPR044/14** **Budget Setting 2015/16**
Resolved: to appoint the working party to consider the budget for 2015/16.
 The Chairman proposed “**the Committee agree the proposals as tabled and agree the budget working party for this Committee: Chairman, Vice Chairman and the Clerk. Date of first meeting to be agreed**”
 All in favour. **Action: Clerk**
- FPR045/14** **Grant application: Bishop’s Waltham Town Team**
 For consideration
 TW – concerns re account balance
 BN – balance is @31/03/14, currently nil balance
 Cllr Mrs T Conduct proposed “**the Committee recommend a S145 (provision of entertainment and support of the arts including festivals and celebrations) grant of £220.00 for the Bishop’s Waltham Town Team for 2014/15**”
 Seconded: Cllr Mrs J Marsh
 5 in favour
 1 abstention
 Recommendation to be approved at the next available Parish Council Meeting.
Action: Clerk
- FPR046/14** **Provision of Accredited Community Safety Officer**
 For consideration
 Cllr Mrs T Conduct proposed “**the Committee agree to investigate further the appointment of an ACSO to cover the parish of Bishop’s Waltham in conjunction with Denmead Parish Council and Swanmore Parish Council. To be the responsibility of the Community Development Committee if progressed**”.
 Seconded: Cllr Mr T Wilson
 All in favour **Action: Clerk**
- FPR047/14** **Forward Plan.**
List of actions - noted
 Item 2 – Chairman and Clerk to action - October 2014.
Action: Clerk/Chairman

- FPR048/14** **Staff Working Party – Terms of Reference.**
For consideration.
Cllr Mrs T Conduct proposed “**the Committee adopt the Staff Working Party Terms of Reference but with the following amendment: Item 8 to read – *To work with the Council’s HR Advisor on all HR matters and to obtain advice, guidance and information when required***”
Seconded: Cllr Mr B Nicholson
All in favour **Action: Clerk**
- FPR049/14** **Councillors/Clerk reports and requests for future agenda items.**
RFO – Barclays balance approx. £30/40,000 – consider transfer to Arbuthnot Latham transfer
Cllr T Wilson – notice 3 months to withdraw
- FPR050/14** **Date of next meeting 7.10.14**
Noted.

There being no further business the meeting closed at 8.26pm