

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 13 June 2023**

**Present:** Cllrs Winstanley (Chair), C McKeone, Hillier-Wheal, Kirby, Lyon and Thornton

**In Attendance:** Mrs S Thorogood (RFO to Bishopstoke Parish Council)  
Mr D Wheal (Clerk to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present.

**FIN\_2324\_M01/**

**Public Session**

**1 Election of Chair**

1.1 Proposed Cllr Kirby, Seconded Cllr C McKeone, **RESOLVED** unanimously that Cllr Winstanley be elected Chair of the Committee.

**2 Election of Vice-Chair**

2.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Lyon be elected Vice-Chair of the Committee.

**3 Apologies for Absence**

3.1 All Committee members were present.

**4 To adopt and sign Minutes of the Finance Committee meeting held on 18<sup>th</sup> April 2023**

4.1 The Minutes of the above meeting had been circulated prior to the meeting.

4.2 Proposed Cllr Winstanley, seconded Cllr C McKeone, **RESOLVED** that the minutes of the Finance Committee meeting held on 18 April 2023 be adopted as a true record.

**5 Declarations of Interest and Requests for Dispensations**

5.1 None declared or requested.

**6 To approve reports on Council finances**

6.1 The payments lists and statement of accounts for April and May 2023 had been included with the document pack for the meeting.

6.2 The RFO also gave an update on current overtime spend for April and May 2023.

6.3 The RFO also added that a letter of thanks had been received from Victim Support for the grant that was awarded by the Finance Committee.

6.4 Proposed Cllr Thornton, Seconded Cllr Kirby, **RESOLVED** unanimously to approve the reports on Council finances.

## **7 To confirm no conflict of interest with BDO LLP**

7.1 This item had been deferred from the Full Council meeting on 9<sup>th</sup> May 2023 to enable Councillors to investigate any potential conflict of interest.

7.2 Proposed Cllr Kirby, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Council has no conflict of interest with BDO LLP.

## **8 To discuss new Council policies and determine those to be written**

8.1 The list of potential new Council policies had been included with the document pack and example policies loaded onto the Councillor section of the Parish website.

8.2 Councillors discussed the list. The RFO indicated the Business Continuity Plan would be written and taken as a Full Council policy.

8.3 It was agreed for the RFO and Clerk to carry out a gap analysis of what the current and proposed new policies cover, and bring this alongside a draft of the Anti-Fraud, Credit Management and Expenses & Allowances Policies to the August Finance Committee meeting.

8.4 Purchasing and Financial Management policies will be written at a future date.

## **9 Date, time, place, and agenda items for next meeting**

9.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 8<sup>th</sup> August 2023 at the Bishopstoke Methodist Church.

9.2 Agenda items with supporting papers to the RFO by Tuesday 1<sup>st</sup> August.

*There being no further business, the Chair closed the meeting at*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_