



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 8th October at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION – Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chair. Members of the public may not take part in the meeting itself.

1. Apologies for Absence
2. To adopt and sign the minutes of the Finance Committee meeting held on 13th August 2024
3. Declarations of Interest and Requests for Dispensations
4. To receive the Clerk's report, including all areas delegated to the Committee
5. To approve the following financial reports:
 - Budget Monitoring
 - Statements of Accounts
 - Payments Lists
 - Statement of Reserves
6. To consider grant requests from:
 - MHA Communities Hampshire West
 - Citizens Advice Eastleigh
 - Friends of Stoke Park
7. To recommend approval of the Financial Risk Assessment for 2024-25
8. To approve the list of Direct Debit payees
9. To approve the amended Grant Awarding Policy
10. To consider the draft budget and suggest changes
11. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
1st October 2024

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 13 August 2024**

Present: Cllrs Winstanley (Chair), Burcombe-Filer, Hillier-Wheal, Mignot and Thornton

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2425_M02/

Public Session

The Chair welcomed Bishopstoke Parish Council's new Admin Officer, Mrs Emma Earl, to the meeting. Cllr Burcombe-Filer was also welcomed to his first Finance Committee meeting.

11 Apologies for Absence

11.1 All Committee members were in attendance.

12 To adopt and sign the minutes of the Finance Committee meeting held on 11th June 2024

12.1 The Clerk noted that he had amended Minute FIN_2425_M01/6 to reflect the fact that the financial reports, excluding the Statement of Reserves, had been included with the supporting papers for the meeting.

12.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the amended minutes of the Finance Committee meeting held on 11th June 2024 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

13 Declarations of Interest and Requests for Dispensations

13.1 None were declared or requested.

14 To receive the Clerk's report, including all areas delegated to the Committee

14.1 The Clerk's report had been included with the supporting papers for the meeting and was noted. The Clerk also informed the Committee that the Borough Council intend to reduce the Parish's contribution to the YZone this year. Cllr Hillier-Wheal asked for confirmation that no funds will be spent unless the Parish receives the breakdown of costs and other reports it has requested. The Clerk was asked to check this is forthcoming.

Action: Clerk – to contact Eastleigh Borough Council to request the required information

14.2 The Committee had deferred a decision on a grant for the Itchen Navigation Preservation Trust at the previous meeting pending further information being provided. As that information was now available the Committee felt able to discuss the grant request.

14.3 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously to award a grant of £1,221.67 to the Itchen Navigation Preservation Trust.

Action: Clerk – contact the Trust to obtain their bank details for the grant to be paid. Also suggest they can contact other parish councils in the area for similar grants

15 To approve the following financial reports:

**Budget Monitoring
Statements of Accounts
Payments Lists
Statement of Reserves**

15.1 The financial reports, excluding the statement of reserves, had been including with the supporting papers for the meeting.

15.2 Cllr Burcombe-Filer asked for an explanation of the Eastleigh Borough Council loan account. The Clerk noted that the money the Parish Council receives through the precept is kept in an account managed by the Borough Council as it provides a greater rate of interest than standard bank accounts.

15.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously to approve the budget monitoring, statements of accounts and payments lists.

Action: Clerk – Provide copies of the reports and bank reconciliation for the Chair of Finance to sign; Publish approved reports on the website.

16 To consider a grant request from MHA Communities Hampshire West

16.1 Information on the grant application had been provided to the Committee prior to the meeting.

16.2 The Committee discussed the remaining funding in the grant pot as more than 50% had already been committed this year. The Clerk noted that should future grant requests exceed the funds available then the Committee had the power to move funds from other budget headings if thought appropriate.

16.3 The Committee had concerns that the application form appeared to have been completed inaccurately and also that as the income of the MHA was stated to exceed the expenditure, the Committee were unsure as to why a grant was necessary.

16.4 Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to request the MHA look again at the application form and send a representative to the next Finance Committee meeting as they felt it would be helpful to have someone there who could answer any questions they had.

Action: Clerk – Contact MHA asking them to resubmit the grant form and inviting them to send a representative to attend the next Finance Committee meeting

17 To discuss and make recommendations on pensions eligibility

17.1 A memo detailing the reasons for the discussion had been included with the supporting papers for the meeting.

17.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that Full Council resolve to allow all employees to join the Hampshire Local Government Pension Scheme.

Action: Clerk – add discussion of pensions to the next Full Council agenda

18 To grant authority to the Carnival Group to decide the recipients of street collection money

18.1 A memo detailing the reasons for the request had been included with the supporting papers for the meeting.

18.2 After discussion it was agreed that there needs to be a safeguard in place as the Parish Council has legal requirements it has to follow regarding grants. Cllr Thornton declared an interest at this point as one potential recipient being discussed was St Mary's Church. It was suggested that the Carnival Group could make the decision, but that it had to be approved by the Clerk, Chair of Council and Chair of the Finance Committee before it could be actioned.

18.3 Proposed Cllr Thornton, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that Carnival Group be given permission to choose the recipients of the street collection following approval from the Clerk, Chair of the Council and Chair of the Finance Committee.

Action: Admin Officer – inform the Carnival Group of the decision of the Committee

19 To consider funding the play area review and make recommendations

19.1 A report on the play area review and funding request had been included with the supporting papers for this meeting.

19.2 Cllr Burcombe-Filer asked why the strategy was being set for 15-20 years and raised concerns over decision being taken now that would not make sense in 15 years time. The Clerk noted that the expected lifespan of a standard play area is 15-20 years and so this strategy would initially cover one refurbishment or replacement for each play area. Additionally the strategy would be regularly reviewed to ensure it remained relevant and useful.

19.3 Cllrs were particularly keen to include surveys of all relevant age groups as soon as possible, as well as using data from other sources to inform their decisions.

19.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that Full Council approve the creation of a budget heading for Play Space Review and move £5,000 from the Staff budget heading to cover funding the review and any associated costs.

20 To discuss the Community Investment Programme and agree changes

20.1 The proposed changes to the Community Investment Programme had been included with the supporting papers for this meeting.

20.2 Cllrs suggested asking the Itchen Navigation Preservation Trust for their help and advice regarding “Bishy Beach”. Cllrs also requested more information about the proposed electric vehicle charging points – specifically whether they are to be commercial or slow charge at the roadside for local residents. Finally Cllrs requested that Bee homes be added to the Bird and Bat boxes item.

Action: Clerk – contact the Borough Council to request more information about electric charging points; contact Itchen Navigation Preservation Trust to ask for the help regarding Bishy Beach

20.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the changes to the Community Investment Programme list.

Action: Clerk – contact the Borough Council to advise them of the decision

21 To approve the extension of the internal audit contract

21.1 A memo detailing potential options for the internal audit contract had been included with the supporting papers for this meeting.

21.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to accept a one year contract with the current internal auditor.

Action: Clerk – contact the internal auditor to arrange the contract

22 Date, time, place, and agenda items for next meeting

22.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 8th October at the Bishopstoke Methodist Church. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 1st October.

There being no further business, the Chair closed the meeting at 9:05pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

GRANT AID APPLICATION MEETING SHEET

Name of Organisation	MHA COMMUNITIES HAMPSHIRE WEST (Formally known as MHA Communities Eastleigh and Romsey)
Objectives and Member Criteria	We work with older people to support them to remain an active part of their community for as long as they want to.
Total Membership Proportion in BStoke	85 in Bishopstoke 494 in total in the west Hampshire area
Total Grant	£ 980
Grant Purpose	£ 500 – to help fund volunteer expenses and transport for our Bishopstoke members to our central Eastleigh and Chandlersford groups £480 – To cover the costs of producing and distributing our quarterly newsletter to all of our Bishopstoke members for a full year
Estimated income of organisation	£95000
Estimated expenditure of organisation	£93500
Other funding	This funding would cover the costs of volunteer drivers (we do not have the income to use minibuses or taxi's) who provide a vital service to our members to attend groups as well as covering a percentage of the cost of our newsletter that will cover them being sent out to our Bishopstoke based members , this is a surprisingly large expenditure but is a life line to many of our more vulnerable members as it helps to keep them connected to our scheme and the opportunities for support that are available

Additional info: Justification of income / expenditure - These numbers are only guesses and both numbers where a “best case” scenario based on projected income and expenditure. The year has been a lot more challenging then we had hoped it would be and as such we’ve had to reduce our staff hours to allow a little more movement within our budgets compensating for a greatly reduced “support package” from our head office and the increased challenges that we face in gaining funding as there are now less funding pots available

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	

GRANT AID APPLICATION MEETING SHEET

Name of Organisation	Eastleigh Citizens Advice Bureau
Objectives and Member Criteria	Our charitable objects are: to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in Eastleigh and surrounding areas. No membership criteria apply.
Total Membership Proportion in BStoke	We currently have 7 trustees, 33 volunteers and 7 FTE paid staff. We currently have 3 members of our team who reside in the parish. In the previous financial year we assisted 159 Bishopstoke residents with 815 issues, most frequently debt and welfare benefit matters.
Total Grant	£500.00
Grant Purpose	We are seeking a contribution towards replacing our office intercom. Having installed a temporary one during Covid to manage visitors to the office, this has now reached the end of its life. We would like to install one that is both weather proof as well as with a screen so that we can better see who is seeking admittance. Unfortunately, we are seeing instances where the public can be rude and offensive to staff and we want to increase security measures to keep our volunteers safe.
Estimated income of organisation	£333,128
Estimated expenditure of organisation	£359,289
Other funding	We will be making approaches to a number of other organisations, including other parish councils, to make contributions.

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	

GRANT AID APPLICATION MEETING SHEET

Name of Organisation	Friends of Stoke Park (Fosp)
Objectives and Member Criteria	To support Stoke Park Junior School with supplying additional resources that exceed government funding.
Total Membership Proportion in BStoke	370 from the local community with the majority living in Bishopstoke.
Total Grant	£2,000
Grant Purpose	IT and SEN provisions. To enhance the learning space for those with additional needs.
Estimated income of organisation	Aim to raise £12,000
Estimated expenditure of organisation	Aim to spend £11,000
Other funding	Fundraising events at the school, e.g. Summer Fayre

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	



Finance Committee – Item 07

Financial Risk Assessment

The Financial Risk Assessment has been updated to reflect the latest insurance position and also to accommodate recent changes in staffing and roles.

Similar documents from other Parish & Town Councils have been used as a comparison to ensure that it is sound.

Recommendation: That Full Council adopt the 2024-25 Financial Risk Assessment

Finance Committee – Item 08

Direct Debit Payees

This is the current list of companies that Bishopstoke Parish Council pays by Direct Debit

- British Gas
- British Gas
- Eon
- Business Stream
- Business Stream
- Business Stream
- Eastleigh Borough Council
- ICO
- Sky Mobile
- EE
- Ready Steady Store
- Shears Mill - Electricity
- Allotments – Underwood Road Electricity
- Parish Office – Electricity
- Cemetery – Water
- Allotments – Underwood Road – Water
- Allotments – Jockey Lane – Water
- Large Waste Bin Collection
- Data Protection Registration
- Mobile phones
- Mobile phones
- Storage unit

Recommendation: To approve the use of the Direct Debit process to pay these companies.

Finance Committee – Item 09

Grant Awarding Policy

As discussed at the Full Council meeting on September 10th 2024, the Grant Awarding Policy is being updated to include the Council's Aims & Objectives.

It may be possible for a grant to be something the Committee wishes to award and yet it does not meet any of the Aims or Objectives of the Council. Therefore, rather than insist that all grants meet the Aims & Objectives in some way, the Clerk is recommending that meeting them be regarded as one of the factors that are weighed when making a judgement.

To help judge this, all grants should be required to state how they meet the Aims or Objectives (or state that they don't).

The current full policy is available at <https://www.bishopstokepc.org/policies> Or by going to the website home page and selecting "Policies" from the Documents drop down menu.

The recommended changes are the addition of two clauses:

In the Introduction, clause 1.3 stating "Grant applications that demonstrate a clear connection to the Mission, Aims and Objectives of the Council are more likely to be approved than those that do not" and;

In the Grant Application Process section, clause 3.3.5 stating "In addition to the general documents listed in Section 4, applicants will be required to show: How the grant meets the Aims & Objectives of the Council"

Recommendation: To adopt the amended Grant Awarding Policy