

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 10th June 2025**

Present: Cllrs Hillier-Wheal, Thornton and Toher

In Attendance: Cllr Burcombe-Filer (Bishopstoke Parish Councillor)
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_2526_M01/

Public Session

1 Election of Chair

1.1 In the absence of Cllr Winstanley, Chair from the preceding year, Cllr Hillier Wheal, as Chair of Bishopstoke Parish Council, asked for nominations to be Chair for the coming year, 2025-26.

1.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Winstanley, having stated that she would be happy to remain Chair, be re-elected to Chair the Finance Committee for the year 2025-26.

2 Election of Vice Chair

2.1 Cllr Hillier Wheal asked for nominations to be Vice Chair for the coming year, 2025-26.

2.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Toher be elected to Vice Chair the Finance Committee for the year 2025-26.

Cllr Toher chaired the meeting from this point.

3 Apologies for Absence

3.1 Apologies were received from Cllr Winstanley.

4 Declarations of Interest and Requests for Dispensations

4.1 No declarations or requests were made.

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

5.1 The Clerk's report had been included with the supporting papers for the meeting and was noted. The Clerk also noted that he had received bank details from the AWCA and the grant had been paid.

6 To receive the Financial Summary and approve the following financial reports:

Budget Monitoring
Statements of Accounts
Payments Lists
Statement of Reserves

6.1 The Financial Summary and financial reports had been included with the supporting papers for the meeting. The Clerk also noted that the Budget Monitoring report does not currently reflect where funding has come from earmarked rather than general reserves, which may be an issue with the accounting software. If this continues then the Clerk will continue to provide that information in the Financial Summary.

6.2 Cllr Thornton asked if the papers were published on the website because Confidential Payments were included in the Financial Summary. The Clerk explained that although the information is referred to as confidential it is because it is made up of individual payments relating to salaries. As the figures presented in the summary are total payments and not individual, no confidential information is actually contained in the report.

6.3 Cllr Hillier-Wheal asked if there would be any feedback to the Council on the training the Parish Officers had completed. The Clerk noted that this is part of the standard agenda for the People Committee and that each Officer would produce a summary of the training courses they have completed for the next People Committee meeting.

Action: Parish Officers – to produce a summary report of the training already completed for the next People Committee meeting.

6.4 Cllr Toher asked if there were any issues with the payments to Karen Caws for the Greening Campaign because she is a Borough Councillor. The Clerk explained that Cllr Caws requests payments from a grant from Eastleigh Borough Council that is paid to Bishopstoke Parish Council and then paid to Greening Bishopstoke following the correct procedure.

6.5 Cllr Hillier-Wheal queried if we should be including individual's names on the Expenditure transactions list because it is published on the website. The Clerk explained that the report is produced from the Edge software and Parish Councils are advised to publish all payments. The Clerk will look at the possibility of reformatting the report to exclude individual's names.

6.6 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously to have any personal details redacted from future reports if possible.

Action: Clerk – to investigate redacting individual's names from future reports if possible.

7 To consider using crowdfunding to raise funds for the new community building

7.1 After discussion it was agreed that the Parish Officers would look into the different ways of crowdfunding and any issues, ie time limits on campaigns, that are involved. It was also agreed that if the Parish Council went ahead with crowdfunding for the new community building it would be important to manage people's expectations on the time frame for the project and also have regular communications on the progress of the project. The Clerk explained that the new Subscriber email was a good way to communicate progress alongside the Newsletter, Facebook and the Parish Council website. Cllr Toher said that the first Subscriber email sent out recently was very good and was a great way to communicate news about projects and events.

Action: Parish Officers – to research the use of crowd funding for the new community building and any issues that could arise.

8 To recommend creating a reserve for map and information boards with initial funding of £8,000 transferred from the Village Trails reserve

8.1 A memo detailing the recommendation had been included with the supporting papers for this meeting.

8.2 Proposed Cllr Thornton, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to create a separate earmarked reserve for Map and Information boards and transfer £8,000 from the Village Trails earmark to provide initial funding for this new earmark.

9 To consider funding replacements for three DDA roundabouts and make recommendations

9.1 The information on the possible replacements for the DDA roundabouts had been included with the supporting papers for this meeting.

9.2 The Clerk noted that 2 of the 3 DDA roundabouts had been locked so they could not be used, and the third roundabout was being locked tomorrow, Wednesday 11th June.

9.3 Cllr Burcombe-Filer asked if there were any funds and/or grants available for DDA play equipment. The Clerk explained that Officers were investigating any possible funds and/or grants but the Parish Council has to plan for no funds or grants being available.

9.4 Cllr Hillier Wheal asked if cheaper options for replacing the DDA roundabout could be included in the report for Full Council. The Clerk agreed that the Assets Officer would research other options before the next Full Council meeting.

Action: Assets Officer – to research cheaper options for replacing the DDA roundabouts at Sayers Road and Templecombe Road Play Area.

9.5 Cllr Toher asked if this would affect the budget for maintenance and purchase of other play area equipment. The Clerk explained that the money to fund the replacements could come from either the Council's reserves or from the Play Area earmarked reserve so the budget for purchase and maintenance of play equipment would not be affected.

9.6 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that any replacements agreed for the DDA roundabouts be funded from the Play Area reserve with a maximum expense of £26,000.

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

10.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 12th August 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 5th August.

There being no further business, the Chair closed the meeting at 8.16pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____