

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:40pm on 8 August 2023**

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

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2324_M02/

Public Session

10 Apologies for Absence

10.1 Apologies were received from Cllr Kirby.

11 To adopt and sign Minutes of the Finance Committee meeting held on 13th June 2023

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

11.2 Proposed Cllr Thornton, seconded Cllr C McKeone, **RESOLVED** that the minutes of the Finance Committee meeting held on 13th June 2023 be adopted as a true record.

12 Declarations of Interest and Requests for Dispensations

12.1 Cllrs Thornton and Winstanley declared an interest in item 6 as both have previously been involved with ARK Eastleigh.

13 To approve reports on Council finances

13.1 The payments lists, statement of accounts and budget monitoring reports for June and July 2023 had been included with the document pack for the meeting.

13.2 The RFO also gave an update on current overtime spend for June and July 2023.

13.3 The Committee agreed to continue with the previous process of payments lists, statement of accounts and budget monitoring reports being taken to the Finance Committee meeting every 2 months. There are now 6 members and it is unlikely that a meeting will be cancelled due to not being quorate. If a Finance Committee is cancelled in the future, both months will be taken to the Full Council meeting. This will avoid a situation at end of 22/23 where the reports were not approved for 4 months.

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

14 To discuss the CIP list and agree any additions

14.1 Due to the list not being circulated to Councillors in advance of the meeting, the Councillors agreed to defer this item until October meeting.

14.2 The Councillors did discuss a few ideas that could be either included on the CIP list or as a budget item to be included for 2024/25.

14.3 Cllr Hillier-Wheal suggested herb planters that could be sited around the village with laminated sheets explaining how the herbs could be used in recipes. The herb planters would not need a huge amount of watering but could be placed within the bee and tree corridor, with residents nearby asked to adopt planters local to them.

14.4 Cllr Hillier-Wheal also suggested community library boxes to be placed around the village. The RFO offered to speak to the Colden Common Shed to find out costs of both planters and library boxes and the Committee can then decide whether to include on the new budget or to be included on the CIP list. Once quotes have been gathered, if the Council decides to proceed with the planters and/or libraries, the Assets Committee can be tasked with choosing suitable locations. The planters could be sponsored by local companies, particularly local garden centres. **ACTION: RFO to research quotes for planters and community libraries, and investigate sponsorship legalities.**

14.5 Cllr Hillier-Wheal would also like to see the Parish Council's name above the noticeboards in the village. The RFO replied that it is fairly expensive to get them printed, having ordered 2 in the past year for the village. The RFO also commented that digital noticeboards are already on the CIP list to be able to be updated remotely from one central location.

15 To approve a grant request from ARK

15.1 Details of the grant request had been included with the document pack.

15.2 Councillors felt unable to grant the £400 requested for running costs, but agreed a £50 grant towards the valuable work ARK carry out to residents, alongside £600 for energy grants.

15.3 Proposed Cllr Thornton, Seconded Cllr C McKeone, **RESOLVED** unanimously that the Council approves a grant of £650 to ARK Eastleigh.

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

16.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 10th October 2023 at the Bishopstoke Methodist Church.

16.2 Agenda items with supporting papers to the RFO by Tuesday 3rd October.

17 Confidential Business

17.1 Proposed Cllr Winstanley, seconded Cllr Thorton, **RESOLVED** unanimously that the Council excludes public from the next agenda item as the business is confidential.

18 To review the Internal Auditor arrangements

18.1 Five quotes had been distributed to the Committee in advance of the meeting. All of the companies have professional indemnity insurance.

18.2 After seven years with Do the Numbers Ltd as the appointed Internal Audit, the Committee felt it was time for fresh eyes on the Council's finances, and decided to appoint Mulberry & Co Chartered Certified Accountants for a period of one year to audit the 2023/24 accounts. If all is well after the first year, this will be extended for a further three years.

Initial: _____ Date: _____

18.3 Cllr Winstanley declared an interest with Eleanor Greene from Do The Numbers Ltd from their time working together at HALC.

18.4 Proposed Cllr C McKeone, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the Council appoints Mulberry & Co Chartered Certified Accountants as the Council's Internal Auditor for the financial year 2023/24.

There being no further business, the Chair closed the meeting at 20:39pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____