



Bishopstoke Parish Council

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Email: clerk@bishopstokepc.org; Call: 07368 487464;

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 13th October at 7:30pm at the Methodist Church, Sedgwick Rd.**

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 11th August 2026
3. Declarations of Interest and Requests for Dispensations
4. To receive the Clerk's report, including all areas delegated to the Committee
5. To receive the Financial Summary and approve the following financial reports:
 - Budget Monitoring
 - Statements of Accounts
 - Payments Lists
 - Reserves Status
6. To approve the list of direct debit payees
7. To recommend the Financial Risk Assessment for 2026-27
8. To consider the outline draft budget and suggest changes
9. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
6th October 2026



Bishopstoke Parish Council

Minutes of a Meeting of the Finance Committee held at Bishopstoke Methodist Church commencing at 7:15pm on 11th August 2026

Present: Cllrs Burcombe-Filer, Kirby, Thornton, Toher and Winstanley

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

Public Attendance: 0 members of the public were present.

FIN_2627_M02/

Public Session

2 Election of Chair

2.1 Cllr Toher, as Chair of Bishopstoke Parish Council, asked for nominations to be Chair of the Finance Committee for the coming year, 2026-27.

2.2 Proposed Cllr Kirby, Seconded Cllr Toher, **RESOLVED** unanimously that Cllr Winstanley be elected to Chair the Finance Committee for the year 2026-27.

3 Election of Vice Chair

3.1 The Chair asked for nominations to be Vice Chair of the Finance Committee for the coming year, 2026-27.

3.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that Cllr Kirby be elected to Vice Chair the Finance Committee for the year 2026-27.

4 Apologies for Absence

4.1 No apologies were received. All Committee members were present.

5 To adopt and sign the minutes of the Finance Committee meeting held on 9th June 2026

5.1 The minutes of the above meeting were included with the supporting papers for this meeting.

5.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 9th June 2026 be adopted as a true record.

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

Initial: _____ Date: _____

6 Declarations of Interest and Requests for Dispensations

6.1 No declarations of interest or requests for dispensation were made.

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

7.1 The Clerk's report had been included with the supporting papers for the meeting and was noted.

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

Budget Monitoring
Statements of Accounts
Payments Lists
Statement of Reserves

8.1 The Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves had been included with the supporting papers for this meeting.

8.2 Cllr Toher asked the Clerk if the cost of reinstating the verge that was damaged by Southern Water could be reimbursed by Southern Water.

Action: Clerk – to contact Southern Water and enquire if the cost of reinstating the verge damaged by Southern Water can be reimbursed.

8.3 Cllr Kirby enquired about the annual cost of maintaining the bus shelters. The Clerk replied that it was approximately £2,000 per year. After a short discussion about the work covered by the grant received by the Parish Council to help maintain bus shelters, the Clerk said that he would advise the Cllrs on when the maintenance work would start on the bus shelters.

Action: Clerk – to contact Eastleigh Borough Council and enquire about the start date of the planned maintenance work on the bus shelters owned by the Parish Council

8.4 Proposed Cllr Thornton, Seconded Cllr Toher **RESOLVED** unanimously to receive and approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.

9 To consider the Council's internal audit arrangements

9.1 A memo outlining the Council's current audit arrangements had been included with the supporting papers for this meeting.

9.2 Proposed Cllr Winstanley, Seconded Cllr Thornton **RESOLVED** to seek to appoint Mulberry & Co as the internal auditors on a three year contract.

Action: Clerk – to contact Mulberry & Co and advise them of the Councils decision to appoint Mulberry & Co as their internal auditors on a three year contract

10 To consider a grant application from The Romsey Show

10.1 A copy of the grant application from The Romsey Show had been included with the supporting papers for this meeting.

10.2 Proposed Cllr Toher, Seconded Cllr Kirby **RESOLVED** to not grant The Romsey Show the sum of £1,000.

Action: Clerk – to contact The Romsey Show and advise them that their grant application had been unsuccessful.

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

11.1 The next meeting of the Finance Committee is expected to take place at 7:30pm on Tuesday 13th October 2026 at the Parish Office, Sewall Drive. The Clerk reminded Cllrs that any agenda items should be provided, with any supporting papers, to the Clerk by Tuesday 6th October.

There being no further business, the Chair closed the meeting at 7:30pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Finance Committee - Clerk's report

13th October 2026

Actions from previous meetings

FIN_2627_M02/5 Regarding minutes
The minutes were signed and have been published.

FIN_2627_M02/8 Regarding southern water verge damage
No reply has been received from Southern Water.

FIN_2627_M02/8 Regarding bus shelter maintenance
Maintenance was due to start on October 5th.

FIN_2627_M02/9 Regarding internal auditors
The auditors have been contacted.

FIN_2627_M02/10 Regarding grants
The Romsey show have been contacted regarding their grant.

Recommendations from previous meetings

There are no outstanding recommendations

Overtime Report (Financial)

Overtime costs for the year 2026-27 to the end of September total £2,692.63 in actual salary, plus associated HMRC and Pension costs. This has resulted from a total of 139 hours of overtime worked over the first six months of the financial year.

Finance Committee – Item 06

Direct Debit Payees

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

- | | |
|-----------------------------|-------------------------------------|
| • British Gas | Parish Office – Gas & Electricity |
| • Business Stream | Cemetery – Water |
| • Business Stream | Allotments – Underwood Road – Water |
| • Business Stream | Allotments – Jockey Lane – Water |
| • Eastleigh Borough Council | Large Waste Bin Collection |
| • ICO | Data Protection Registration |
| • Zoho | Carnival emails |
| • EE | Mobile phones |
| • Ready Steady Store | Storage unit |

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

Bishopstoke Parish Council - Financial Risk Management Record

BISHOPSTOKE PARISH COUNCIL

**Financial Risk Assessment
2026 / 27**

**This Financial Risk Assessment was adopted
by the Council on**

**D Wheal
Clerk & RFO to Bishopstoke Parish Council**

Note: Except where specified, all insurance cover is held with Ecclesiastical Insurance Office plc, brokered through Clear Councils. The next renewal date is 21st November 2026.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section One: Areas where there may be scope to use insurance to help manage risk				
Property and contents owned by the council.	Loss or damage.	2	2	An up-to-date register of assets and investments is kept and reviewed annually. Inspections carried out according to area.
Damage to third party property or individuals.	Public liability claims.	3	2	Sufficient public liability insurance held. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	Public liability claims. Inability to continue functions of Council.	3	2	Sufficient public liability insurance held. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000 Current policy does not include business interruption insurance.
Cash.	Loss of cash through theft or dishonesty.	3	3	Sufficient fidelity guarantee insurance held. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £500,000.
Legal liability as a consequence of asset ownership.	Public liability claims.	3	1	Sufficient insurance held. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Two - Working with others to help to manage Risk				
Security for vulnerable buildings, amenities or equipment.	Theft, damage, health and safety.	2	2	Regular inspections of Council property by council staff and external contractors. Schedule appropriate to area. E.g. Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by Assets Officer Allotment equipment maintained annually.
The provision of services being carried out under agency / partnership agreements with principal authorities.	Default, or partnership failure, failure to follow contracts.	N/A	N/A	Standing orders and financial regulations deal with the award of contracts. Currently no risk as no such agreements are in place.
Banking arrangements, including borrowing or lending.	Fraud or corruption.	3	3	Financial regulations reviewed annually and can be amended at any time. Checks carried out by Finance Committee every other month. All reviewed by Internal Auditor.
Ad hoc provision of amenities / facilities for events to local community groups.	Public Liability claims.	3	2	Hire forms reviewed once per council, risk assessments for amenities & facilities. Groups are required to have sufficient insurance and, where appropriate, provide their own risk assessments.
Vehicle or equipment lease or hire.	Theft or damage.	3	3	Follow all procedures from lease / hire company. Hire from reputable companies, monitor by council.
Trading units (leisure centres, playing fields, burial grounds, etc.).	Public Liability claims.	3	1	External contractors for maintenance. Monitor work throughout. Employment law followed.
Professional services (architects, accountancy, design, etc.).	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders.	3	1	Standing orders, Financial regs and policies deal with the awarding of contracts. Reviewed annually by Council and Internal Auditor. HALC available for legal advice.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Three - Self Managed Risk				
Proper financial records.	Fraud. Error. Corruption.	3	2	Clerk / RFO ensures the Council keeps up to date with best practice and law and that records are in accordance with statutory requirements. Reviewed by Council and Internal Auditor.
Business activities.	Not within the legal powers of councils.	3	2	Ensuring that they are within the legal powers of councils by reference to legislation and guidance, and review by auditor.
Borrowing.	Defaulting.	3	2	Comply with restrictions. Sound planning to ensure payments are made as required. No current borrowing. Only use PWLB loans. Reviewed by Council and Internal Auditor.
Employment law and Inland Revenue regulations.	Breach of requirements.	3	1	Clerk to keep up to date with best practice and law. Reviewed by Council and Internal Auditor.
VAT.	Breach of regulations. Fines. Loss of refund.	3	1	Clerk / RFO to ensure that requirements are met under HMRC regulations. Reviewed by Council and Internal Auditor.
Annual precept.	Non-compliance with timing and regulations.	3	1	Clerk / RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by Finance Committee, agreed by Council and reviewed by Internal Auditor.
Monitoring of performance.	Council not functioning.	3	2	Cllrs review budget twice per year and policies at least once every Council cycle.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Grants.	Not giving to appropriate organisations. Fraud.	3	3	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC. All grants based on approved form and supporting information, minuted and checked by Internal Auditor.
Council Minutes.	Inaccurate reporting of council business. Lack of transparency.	3	3	Proper, timely and accurate reporting of council business in the minutes. Posted on website for public to see, agreed by subsequent meetings and reviewed by Internal Auditor.
Rights of public inspection of documents.	Documents not available. Lack of transparency.	3	3	Where possible, all documents made available on Council website.
Document control.	Incorrect information.	3	3	Policies to be reviewed at least once every Council cycle. Standing Orders, Financial Regulations and Terms of Reference reviewed annually.
Register of Members' Interests and Gifts and Hospitality.	Not in place. Council reputation.	3	3	Ensure they are published on Council website, complete, accurate and up to date. Overseen by Eastleigh Borough Council.
Compliance with Transparency Code.	Fines. Lack of transparency.	3	3	Clerk to ensure the Transparency Code is followed and that any legislative changes are assessed and applied.
Parish Records	Fire / Water damage	3	1	All staff to maintain backups of hard drive. All essential Council documents kept on the cloud. Business continuity plan.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Four – Internal Control Areas				
Bookkeeping.	Fraud. Error. Corruption.	3	2	Clerk / RFO ensures the cashbook is up to date and accurate. Bank rec and accounts checked by Finance Committee every other month. All reviewed by Internal Auditor.
Standing Orders and Financial Regulations.	Not kept in line with best practice and legal requirements.	3	3	Clerk to ensure best practice and legal requirements are followed. Annual review of documents by Council.
Purchase Orders.	Work being completed without being fully approved.	3	2	Purchase orders are required for all work valued at £1,000 or for items of capital expenditure. Officers to ensure all contractors and service providers are aware of this.
Payment Controls.	Fraud. Error. Corruption.	3	3	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked every other month, VAT reclaimed quarterly. Monthly payment list kept in minute book.
Risk Assessments.	Not done. Out of date.	3	2	All Council properties, equipment and sites to have risk assessments. These should be reviewed annually by Officers.
Budgetary Controls.	Fraud. Error. Corruption. Controls insufficient.	3	3	Clerk / RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by Finance Committee, agreed by Council and reviewed by Internal Auditor. Budget monitoring performed by Finance Committee every other month.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Income Controls.	Lack of finance.	3	2	Ensure budget provides adequate income for expected expenditure. Clerk / RFO to monitor expected income and produce monthly bank reconciliation. Reviewed every other month by Finance Committee and annually by Internal Auditor.
Payroll.	Do wages paid match expected wages? Is HMRC / LGPS being operated correctly?	3	3	Clerk / RFO prepares payroll each month. HMRC software used to ensure correct amounts are paid in National Insurance, Tax and Pensions.
Asset Control.	No asset register kept.	3	3	An up to date register of assets is kept, updated and is reviewed annually.
Bank reconciliation.	Cash discrepancies.	3	3	Clerk / RFO prepares reconciliation which is checked monthly and signed by the Chair or a member of the Finance Committee. Signed bank reconciliations to be kept in minutes book.
Year end.	Finances not kept in order.	3	2	Clerk / RFO to ensure training is up to date, accounting practices are suitable and changes in legislation are applied.
Officer Expenses.	Fraud. Error.	3	3	Where possible, all expenses paid by Council debit cards. Where not details and receipts are provided on the appropriate form, which will be counter-signed by another officer.