

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 14<sup>th</sup> October 2025**

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

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

**Public Attendance:** 1 member of the public was present.

**FIN\_2526\_M03/**

**Public Session**

The member of the public was from the Greening Bishopstoke campaign. He asked the Clerk about an outstanding invoice for the new Greening Bishopstoke signage at St Paul's Church. The Clerk informed him that it was scheduled to be paid at the end of this week. There is some money left in the Greening Bishopstoke fund and the member of the public said it would be used to buy fertiliser and other necessary items. The Clerk said that if they provided quotes or receipts for these items the money could be transferred. The member of the public also said that Greening Bishopstoke would be looking for a new place for the community garden in the near future as the current site at St Pauls would no longer be available to use. He asked if the Parish Council could help to identify possible sites for the community garden.

*Cllr Burcombe-Filer arrived.*

After a discussion about possible sites the Clerk agreed that he, and the Parish Councillors, would put together a list of possible sites for the community garden and share it with the Greening campaign.

**Action: Clerk – to consult with Parish Councillors and investigate possible sites for the Community Garden**

**21 Apologies for Absence**

21.1 No apologies were received.

**22 To adopt as a true record, and sign, the minutes of the Finance Committee meeting held on 12<sup>th</sup> August 2025**

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

22.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 12<sup>th</sup> August 2025 be adopted as a true record.

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

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

23.1 No declarations or requests were made.

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

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

**25 To receive the Financial Summary and approve the following financial reports:**

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

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

25.2 The Clerk explained the changes and updates that had been made to the budget.

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

**26 To consider a grant request from Bishopstoke History Society**

26.1 The grant request from Bishopstoke History Society had been included with the supporting papers for this meeting.

26.2 Proposed Cllr Toher. Seconded Cllr Thornton **RESOLVED** to approve the grant request for £300 for Bishopstoke History Society.

**Action: Clerk – contact Bishopstoke History Society to advise them of their successful grant application and to obtain their bank details for payment.**

**27 To decide what payment option to add to the Parish Council website, and whether to permit a separate system for Carnival payments**

27.1 A memo detailing the payment options had been included with the supporting papers for this meeting.

27.2 After discussion the Committee agreed that Paypal was a well known and reliable option for the Parish Council to use. The Clerk would investigate if there is a charge by Wix to put Paypal onto the Parish Council website. If there is a charge incurred the Committee delegated the decision to go ahead or not to the Clerk, Chair and Vice-Chair of the Finance Committee. If the extra cost was considered too great the item would be considered again by the Committee.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

27.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the use of Paypal to take online payments on the Parish Council website with the Clerk, Chair and Vice-Chair of the Finance Committee making the final decision once any extra costs were known.

**Action: Clerk – To contact Wix and ask if there would be an extra cost to installing Paypal on the Parish Council website and then contact the Chair and Vice-Chair of the Finance Committee to make a delegated final decision.**

27.4 After a brief discussion the Committee agreed that the Carnival Group couldn't use the SumUp app to accept payments from stall holders as the invoicing and payments would be outside the Parish Council's view and would be a financial risk.

27.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to deny the request of the Carnival Group and instead allow the use of the Council's chosen online payment provider to receive Carnival payments.

**Action: Admin Officer – to advise the Carnival Group that their request to use SumUp for invoicing and payment had been denied and advise them of the alternative option.**

## **28 To decide the fee for memorial plaques**

28.1 A memo detailing the recommended fee for memorial plaques had been included with the supporting papers for this meeting.

28.2 Cllr Burcombe-Filer if there was a procedure in place to check the details of the person and the wording on the plaque. The Clerk explained that Officers checked the information before the plaques were installed.

28.3 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve a fee of £30 for memorial plaques.

## **29 To approve the list of direct debit payees**

29.1 The list of direct debit payees had been included with the supporting papers for this meeting

29.2 After a short discussion the Committee agreed that Eon, the supplier of electricity to the old Parish Office, should be taken off the list.

29.3 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to approve the amended list, with Eon removed, of direct debit payees.

**Action: Clerk – to remove Eon from the list of direct debit payees**

## **30 To consider the outline draft budget and suggest changes**

30.1 A copy of the draft budget outline had been included with the supporting papers for this meeting.

30.2 The Clerk briefly went through the draft budget with the Committee.

30.3 Cllr Toher asked if there should be a fund for the Neighbourhood Plan. She had been trying to get in touch with someone to ask about future plans but had not, as yet, had a reply. She will chase them again. The Clerk agreed to put £10,000 in the Neighbourhood Plan fund in the draft budget.

**Action: Cllr Toher – to contact the Neighbourhood Plan team to try and find out about any future plans.**

**Action: Clerk – to put £10,000 in the draft budget under the Neighbourhood Plan fund.**

30.4 The Clerk explained that there would be a discussion about increasing Officer hours at the next People Committee meeting. If Officer hours were increased this could increase the precept from 3.8% to 8%. Cllr Burcombe-Filer asked if that could be justified. The Clerk explained that the precept increases had been 8% this year, 15% the previous year and 20% the year before that. Cllr Hillier Wheal said that the Parish Council is delivering more now with ongoing projects and events, and the Parish Council had become more visible in the community.

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

31.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 9<sup>th</sup> December 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 2<sup>nd</sup> December.

*There being no further business, the Chair closed the meeting at 8:32pm*

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

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