

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 8<sup>th</sup> October 2024**

**Present:** Cllrs Winstanley (Chair), Thornton (Vice-Chair), Hillier-Wheat

**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\_2425\_M03/**

**Public Session**

Cllr Winstanley welcomed John from Greening Bishopstoke to the meeting. He enquired about the Orchard on the Bow Lake allotment site. He said it was in a great location but not accessible – he had tried and only got halfway down. The orchard is outside the allotment perimeter and John asked if it would be possible for Greening Bishopstoke to adopt it. The Clerk explained that the land still belonged to the developer and hadn't been signed over to Eastleigh Borough Council yet, and so is not available for adoption.

**23 Apologies for Absence**

23.1 Apologies were received from Cllrs Mignot and Burcombe-Filer

**24 To adopt and sign the minutes of the Finance Committee meeting held on 13th August 2024**

24.1 The minutes of the above meeting had been included with the Document Pack for the meeting.

24.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the amended minutes of the Finance Committee meeting held on 13<sup>th</sup> August 2024 be adopted as a true record.

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

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

25.1 Cllr Winstanley declared an interest in item 6 on the agenda as Chair of Citizens Advice Eastleigh.

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

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

26.2 **FIN\_2425\_M02/18**

Regarding carnival grants

Cllr Hillier-Wheal asked if there was a total income for Carnival this year. The Clerk said it was £2,840, £160 of which was from the Street Collection and can be used for grants. The Clerk has received one written request for a Carnival grant so far.

26.3 Cllr Thornton proposed that a Vote of Thanks be given to the Carnival Group from the Parish Council for the amazing job they had done. The Clerk will contact all Councillors to get their agreement.

**Action: Clerk – to email all Councillors to vote for a Vote of Thanks for the Carnival Group**

**27 To approve the following financial reports:**

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

27.1 The financial reports had been included with the supporting papers for the meeting.

27.2 John from Greening Bishopstoke asked about the payment for Greening Bishopstoke. The Clerk explained that Eastleigh Borough Council have a grant of up to £2,600 for each Greening campaign and the Parish Council is able to draw down on that as invoices from Greening Bishopstoke are presented.

27.3 The Clerk noted that the budget for Room Hire would need to be increased for this year. The Admin Officer will look around the local area for other rooms to hire and make enquiries about cost ready for the next Full Council meeting.

**Action: Admin Officer – put together a list of potential rooms to hire, along with costs, ready for the next Full Council meeting.**

**Action: Clerk – add discussion of the Room Hire budget to the next Full Council agenda.**

27.4 War Memorial. Cllr Hillier-Wheal asked if there had been any progress with the War Memorial. The Clerk confirmed that permission had now been granted by the Diocese. This year's Armistice Service would still take place at the old St Mary's site. The named builder now has no availability until next year, but the work will be able to go ahead in the Spring.

27.5 Proposed Cllr Thornton, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to approve the budget monitoring, statements of accounts, payments lists and statement of reserves.

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

- 28 To consider grant requests from:**
- **MHA Communities Hampshire West**
  - **Citizens Advice Eastleigh**
  - **Friends of Stoke Park**

28.1 Information on the grant applications had been provided to the Committee prior to the meeting.

28.2 MHA Communities Hampshire West. The Committee felt that they still needed more information so agreed to defer a decision to the next meeting when Cllr Kirby could hopefully attend.

**Action: Clerk – to add discussion of the MHA grant request to the next Finance agenda and contact Cllr Kirby to see if he can attend.**

28.3 Citizens Advice Eastleigh. The Committee agreed that the request was informative and gave all the required information. Cllr Hillier-Wheal asked if the Clerk could contact Citizens Advice Eastleigh to get the total cost for the project as a matter of interest.

28.4 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** with 1 abstaining to grant Citizens Advice Eastleigh £500 to go towards the replacement of their office intercom.

**Action: Clerk – Contact Citizens Advice Eastleigh to request bank details and inform them of their grant.**

28.5 Friends of Stoke Park. The Committee agreed that the request was very vague. The Clerk requested more information 2 weeks ago but has heard nothing back. The Committee chose to defer a decision until FOSP had come back with more information.

**Action: Clerk – to add discussion of the Friends of Stoke Park grant request to the next Finance agenda.**

**29 To recommend approval of the Financial Risk Assessment for 2024-25**

29.1 A memo detailing the updates had been included with the supporting papers for the meeting.

29.2 Proposed Cllr Thornton, Seconded Cllr Hillier-Wheal, **RECOMMENDED** unanimously that Full Council adopt the 2024-25 Financial Risk Assessment.

**Action: Clerk – add discussion of the Financial Risk Assessment to the next Full Council agenda**

**30 To approve the list of Direct Debit payees.**

30.1 A memo listing the payees had been included with the supporting papers for the meeting.

30.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the list of Direct Debit payees.

### 31 To approve the amended Grant Awarding policy

31.1 A memo detailing the recommended changes to include the Council's Aims and Objectives had been included with the supporting papers for this meeting.

31.2 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to adopt the amended Grant Awarding policy

31.3 John (Greening Bishopstoke) asked if the Council had received a grant request for the required maintenance on the defibrillators in the Parish as he had seen a request on Facebook for people to fund the new batteries for the defibrillators. The Clerk noted that the Bishopstoke Community Fund were eligible to apply for a grant from the Parish Council and that five of the defibrillators in question had been funded that way.

**Action: Clerk – to contact the Bishopstoke Community Fund to talk about possible grant requests in the future.**

### 32 To consider the draft budget and suggest changes

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

32.2 During discussion, Cllr Hillier-Wheal suggested using the recommended £75,000 one-off payment to the Glebe Meadow project to instead fund the Cemetery Boardwalk, new buildings at Underwood Road allotments, Village Trail project and replacement map boards. This would allow smaller projects and improvements to keep progressing whilst the larger Glebe Meadow project is still being planned. The Clerk estimated that these projects would cost a combined £90,000, and this was possible within the current finances without impacting the proposed precept increase for 2025-26. The Committee agreed to this change in the draft budget.

**Action: Clerk – to increase the £75,000 one-off transfer to £90,000 and allocate it to the new Allotment Buildings, Cemetery Boardwalk, Map boards and Village Trails rather than the Memorial Hall.**

32.3 Wheels Park. The Clerk noted that the Wheels Park did not appear in the draft budget as it will be entirely funded by money from the Glebe Meadow project currently held by the Borough Council. Once Full Council has set a spending limit for the Park, that expenditure will be included in the budget as will a matching grant from the Borough Council. Cllr Winstanley noted that any Section 106 money being held by Eastleigh Borough Council for the Parish Council should include the interest accrued and the Clerk was asked to check this is still the case.

**Action: Clerk – to add discussion of the Wheels Park budget to the next Full Council Agenda.**

**Action: Clerk – to contact Eastleigh Borough Council to confirm the position on interest.**

32.4 Cllr Winstanley asked if the wife and/or son of Bernie Bennet could be contacted when the new Map boards are put up as he was one of Bishopstoke's first Councillors and got the funding for the original map boards.

### 33 Date, time, place, and agenda items for next meeting

33.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 10<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 3<sup>rd</sup> December.

*There being no further business, the Chair closed the meeting at 9:00pm*

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

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