



Bishopstoke Parish Council

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**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 11th August at 7:15pm at the Parish Office, Sewall Drive.**

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. Election of Chair
2. Election of Vice Chair
3. Apologies for Absence
4. To adopt and sign the minutes of the Finance Committee meeting held on 9th June 2026
5. Declarations of Interest and Requests for Dispensations
6. To receive the Clerk's report, including all areas delegated to the Committee
7. To receive the Financial Summary and approve the following financial reports:
 - Budget Monitoring
 - Statements of Accounts
 - Payments Lists
 - Reserves Status
8. To consider the Council's internal audit arrangements
9. To consider a grant application from The Romsey Show
10. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
5th August 2026

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:35pm on 9th June 2026**

Present: Cllrs Toher and Winstanley

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

Public Attendance: 0 members of the public were present.

FIN_2627_M01/

Public Session

1 Apologies for Absence

1.1 Apologies were received from Cllrs Burcombe-Filer and Thornton. Cllr Kirby was absent.

1.2 As there were only two Councillors present Cllr Toher, as Chair of Bishopstoke Parish Council, declared that the meeting was not quorate. As such, no business could be conducted.

There being no ability to conduct business, the Chair closed the meeting at 7.36pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Finance Committee - Clerk's report 11th August 2026

Actions from previous meetings

FIN_2526_M06/52 Regarding minutes
The minutes were signed and have been published.

FIN_2526_M06/56 Regarding grants
Eastleigh Mela have received their grant of £500.
Disability Challengers have received their grant of £1,494.
The Empowerment Engine gave a presentation at Full Council on 12th May and were subsequently granted £975.

Recommendations from previous meetings

FIN_2526_M06/57 Regarding the Pension Discretions Policy
The Pension Discretions Policy was approved by Full Council at their meeting in May.

Overtime Report (Financial)

Overtime costs for the year 2026-27 to the end of July total £1,481.95 in actual salary, plus associated HMRC and Pension costs. This has resulted from a total of 81.25 hours of overtime worked over the first four months of the financial year.

Finance Committee – 11th August 2026

Item 08 – Internal Audit

It is a requirement of Parish Councils that they appoint internal auditors to conduct the necessary checks on their finances and processes during each financial year.

For the past three financial years the Council has used Mulberry & Co as their auditors.

As Clerk & RFO I have no hesitation in recommending the Council continues with Mulberry as the internal auditor.

Standard options at this point are a 1 year and a 3 year contract. The Council has previously discussed wanting to avoid a situation where a new and inexperienced Council are faced with a decision on auditing in their first few months. A 3 year contract would cover financial years 2026-27, 27-28 and 28-29, giving the Council that is elected in 2028 a full year before they needed to make a decision.

For that reason I am recommending that the Committee appoint Mulberry & Co as their internal auditors and seek a 3 year option.

Recommendation: That the Committee RESOLVE to seek to appoint Mulberry & Co as the internal auditors on a three year contract.

GRANT AID APPLICATION COUNCIL SHEET

Name of Organisation	The Romsey Show
Objectives and Member Criteria	To promote agriculture, forestry, horticultural allied industries, rural crafts, the breeding of livestock including horses and to encourage skill and industry in such enterprises.
Total Membership Proportion in BStoke	Our visitor numbers exceed 18,000 and it is impossible to know the demographic.
Total Grant	£1,000
Grant Purpose	Hire of The Sheep Show (total cost £2,200), a fun, family friendly and educational exhibit teaching about sheep breeds and their wool.
Estimated income of organisation	£323,499
Estimated expenditure of organisation	£338,516
Other funding	Separate grants have been applied for to bring the total to the full cost of £2,200.
Mission & Aims	Education is key for protecting our environment. The Romsey Show promotes better health and well-being in a variety of ways. Volunteering strengthens an individual's sense of place and encourages people to be involved in their community.

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	
Payment made on	