



Bishopstoke Parish Council

To find out how to attend or have a statement read out

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

Or visit www.bishopstokepc.org

**Members of the Finance Committee are summoned to attend a meeting on
Tuesday 9th December at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
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 14th October 2025
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
 - Reserve Status
6. To amend and recommend the expenditure budget for 2026-27
7. To recommend the funding of the expenditure budget, including the precept request, for 2026-27
8. To recommend approval of the Financial Risk Assessment for 2025-26
9. Date, time, place and agenda items for next meeting

D L Wheal
Clerk to Bishopstoke Parish Council
3rd December 2025

Members: Cllrs Winstanley (Chair), Toher (Vice Chair), Burcombe-Filer, Hillier-Wheal and Thornton

FIN_2526_A04

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 14th 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 12th 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 12th 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.

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 approximately 8%. Cllr Burcombe-Filer asked if that could be justified. The Clerk explained that the precept was 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 9th 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 2nd December.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Finance Committee - Clerk's report 9th December 2025

Actions from previous meetings

FIN_2526_M01/7 Regarding crowd funding
Officers have begun researching various crowd funding options.

FIN_2526_M03/22 Regarding minutes
The minutes were signed and have been published.

FIN_2526_M03/ Regarding a Community Garden
Ideas are still being sought and will be passed on to the Greening Campaign once this process is complete.

FIN_2526_M03/26 Regarding grants
The grant to the Bishopstoke History Society has been paid.

FIN_2526_M03/27 Regarding online payments
There are no additional fees for connecting Paypal. The Carnival group have been informed that they cannot use a separate system.

FIN_2526_M03/29 Regarding direct debits
Eon have been removed from the list.

FIN_2526_M03/30 Regarding the draft budget
The draft budget has been amended to include a Neighbourhood Plan contingency fund of £10,000.

Recommendations from previous meetings

There were no recommendations for Full Council to consider.

Overtime Report (Financial)

Overtime costs for the year 2025-26 so far (up to 21/11/25) have been £6,518.01 in actual salary, plus associated HMRC and Pension costs. This has resulted from a total of 335.75 hours of overtime worked over the first eight months of the financial year. Additional overtime worked has been added to staff time off in lieu banks. Total salary costs throughout the year are currently expected to exceed the set budget. Overtime will be monitored to bring overall salary costs back within budget if possible.

Bishopstoke Parish Council - Financial Risk Management Record

BISHOPSTOKE PARISH COUNCIL

**Financial Risk Assessment
2025 / 26**

**This Financial Risk Assessment was adopted
by the Council on dd mmm yyyy**

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

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. Currently with Clear Councils. Renewal date 21 Nov 2026. 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. Currently with Clear Councils. Renewal date 21 Nov 2026. 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. Currently with Clear Councils. Renewal date 21 Nov 2026. 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. Currently with Clear Councils. Renewal date of 21 Nov 2026. 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.