



## **Minutes of a Meeting of the Finance Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 12 December 2023**

**Present:** Cllrs Winstanley, Thornton and Harris (as per Standing Orders 15.3)

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

**Public Attendance:** 0 members of the public were present.

**FIN\_2324\_M04/**

### **Public Session**

#### **28 Apologies for Absence**

28.1 Apologies were received from Cllrs Hillier-Wheal, Kirby, Lyon and C McKeone

#### **29 To adopt and sign Minutes of the Finance Committee meeting held on 10<sup>th</sup> October 2023**

29.1 The Minutes of the above meeting had been circulated prior to the meeting.

29.2 Proposed Cllr Thornton, seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 10<sup>th</sup> October 2023 be adopted as a true record.

#### **30 Declarations of Interest and Requests for Dispensations**

30.1 No declarations or requests were made.

#### **31 To approve reports on Council finances**

31.1 The payments lists, statement of accounts and budget monitoring reports for October and November 2023 had been included with the document pack for the meeting.

31.2 The RFO noted that bus shelter cleaning is now expected to take place every six months. The Clerk advised the Committee that the Council has been approached by a firm offering regular play area cleaning, and that graffiti clearance on bus shelters is something that the Council now has the facility to do.

31.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to approve the reports on Council finances.

#### **32 To make a recommendation for the budget for the financial year 2024-25**

32.1 The draft expenditure budget had been included with the document pack for the meeting

32.2 The Clerk and RFO confirmed that the changes requested at the last Finance Committee meeting had been incorporated, as had been the decisions to create a play area fund, add to the Glebe

Meadow Project fund, and employ an extra member of staff which were taken at Full Council. Finally, the tweaks identified at the online budget briefing had also been included and these were detailed for the Committee.

32.3 The Clerk noted that a decision on funding Youth Options and the Y Zone for the current financial year and the next was a matter for discussion at Full Council in January.

32.4 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council approve the expenditure budget, pending the decision on the Youth Services line.

**33 To make a recommendation for funding the budget and the precept request for the financial year 2024-25**

33.1 Details on the recommended rise in precept request and its impact on Band D Council Tax had been included with the document pack for the meeting.

33.2 The Clerk noted that Bishopstoke Parish Council policy, as well as best practice, require that at the end of the financial year the free reserves be in the range of 25% - 40% of the precept for that year. The recommendation of a 15% rise in precept has been projected to result in a reserves to precept percentage of 34.

33.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council request a precept increase of 15% from 2023-24.

**34 To review the arrangements for purchase orders**

34.1 A memo detailing an update to the arrangements for purchase orders was included with the supporting papers for this meeting.

34.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RECOMMENDED** unanimously that Financial Regulations be updated to add that purchase orders are required for any item of capital expenditure.

**35 Date, time, place, and agenda items for next meeting**

35.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 13<sup>th</sup> February 2024 at the Bishopstoke Methodist Church.

35.2 Agenda items with supporting papers to the RFO by Tuesday 6<sup>th</sup> February.

*There being no further business, the Chair closed the meeting at 8:15pm*

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

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