

**Minutes of a Meeting of the Finance Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 13 August 2024**

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

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

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

**FIN\_2425\_M02/**

**Public Session**

The Chair welcomed Bishopstoke Parish Council's new Admin Officer, Mrs Emma Earl, to the meeting. Cllr Burcombe-Filer was also welcomed to his first Finance Committee meeting.

**11 Apologies for Absence**

11.1 All Committee members were in attendance.

**12 To adopt and sign the minutes of the Finance Committee meeting held on 11th June 2024**

12.1 The Clerk noted that he had amended Minute FIN\_2425\_M01/6 to reflect the fact that the financial reports, excluding the Statement of Reserves, had been included with the supporting papers for the meeting.

12.2 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously that the amended minutes of the Finance Committee meeting held on 11<sup>th</sup> June 2024 be adopted as a true record.

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

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

13.1 None were declared or requested.

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

14.1 The Clerk's report had been included with the supporting papers for the meeting and was noted. The Clerk also informed the Committee that the Borough Council intend to reduce the Parish's contribution to the YZone this year. Cllr Hillier-Wheal asked for confirmation that no funds will be spent unless the Parish receives the breakdown of costs and other reports it has requested. The Clerk was asked to check this is forthcoming.

**Action: Clerk – to contact Eastleigh Borough Council to request the required information**

14.2 The Committee had deferred a decision on a grant for the Itchen Navigation Preservation Trust at the previous meeting pending further information being provided. As that information was now available the Committee felt able to discuss the grant request.

14.3 Proposed Cllr Thornton, Seconded Cllr Mignot, **RESOLVED** unanimously to award a grant of £1,221.67 to the Itchen Navigation Preservation Trust.

**Action: Clerk – contact the Trust to obtain their bank details for the grant to be paid. Also suggest they can contact other parish councils in the area for similar grants**

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

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

15.1 The financial reports, excluding the statement of reserves, had been including with the supporting papers for the meeting.

15.2 Cllr Burcombe-Filer asked for an explanation of the Eastleigh Borough Council loan account. The Clerk noted that the money the Parish Council receives through the precept is kept in an account managed by the Borough Council as it provides a greater rate of interest than standard bank accounts.

15.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously to approve the budget monitoring, statements of accounts and payments lists.

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

**16 To consider a grant request from MHA Communities Hampshire West**

16.1 Information on the grant application had been provided to the Committee prior to the meeting.

16.2 The Committee discussed the remaining funding in the grant pot as more than 50% had already been committed this year. The Clerk noted that should future grant requests exceed the funds available then the Committee had the power to move funds from other budget headings if thought appropriate.

16.3 The Committee had concerns that the application form appeared to have been completed inaccurately and also that as the income of the MHA was stated to exceed the expenditure, the Committee were unsure as to why a grant was necessary.

16.4 Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to request the MHA look again at the application form and send a representative to the next Finance Committee meeting as they felt it would be helpful to have someone there who could answer any questions they had.

**Action: Clerk – Contact MHA asking them to resubmit the grant form and inviting them to send a representative to attend the next Finance Committee meeting**

**17 To discuss and make recommendations on pensions eligibility**

17.1 A memo detailing the reasons for the discussion had been included with the supporting papers for the meeting.

17.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that Full Council resolve to allow all employees to join the Hampshire Local Government Pension Scheme.

**Action: Clerk – add discussion of pensions to the next Full Council agenda**

**18 To grant authority to the Carnival Group to decide the recipients of street collection money**

18.1 A memo detailing the reasons for the request had been included with the supporting papers for the meeting.

18.2 After discussion it was agreed that there needs to be a safeguard in place as the Parish Council has legal requirements it has to follow regarding grants. Cllr Thornton declared an interest at this point as one potential recipient being discussed was St Mary's Church. It was suggested that the Carnival Group could make the decision, but that it had to be approved by the Clerk, Chair of Council and Chair of the Finance Committee before it could be actioned.

18.3 Proposed Cllr Thornton, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that Carnival Group be given permission to choose the recipients of the street collection following approval from the Clerk, Chair of the Council and Chair of the Finance Committee.

**Action: Admin Officer – inform the Carnival Group of the decision of the Committee**

**19 To consider funding the play area review and make recommendations**

19.1 A report on the play area review and funding request had been included with the supporting papers for this meeting.

19.2 Cllr Burcombe-Filer asked why the strategy was being set for 15-20 years and raised concerns over decision being taken now that would not make sense in 15 years time. The Clerk noted that the expected lifespan of a standard play area is 15-20 years and so this strategy would initially cover one refurbishment or replacement for each play area. Additionally the strategy would be regularly reviewed to ensure it remained relevant and useful.

19.3 Cllrs were particularly keen to include surveys of all relevant age groups as soon as possible, as well as using data from other sources to inform their decisions.

19.4 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RECOMMENDED** unanimously that Full Council approve the creation of a budget heading for Play Space Review and move £5,000 from the Staff budget heading to cover funding the review and any associated costs.

**20 To discuss the Community Investment Programme and agree changes**

20.1 The proposed changes to the Community Investment Programme had been included with the supporting papers for this meeting.

20.2 Cllrs suggested asking the Itchen Navigation Preservation Trust for their help and advice regarding “Bishy Beach”. Cllrs also requested more information about the proposed electric vehicle charging points – specifically whether they are to be commercial or slow charge at the roadside for local residents. Finally Cllrs requested that Bee homes be added to the Bird and Bat boxes item.

**Action: Clerk – contact the Borough Council to request more information about electric charging points; contact Itchen Navigation Preservation Trust to ask for the help regarding Bishy Beach**

20.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the changes to the Community Investment Programme list.

**Action: Clerk – contact the Borough Council to advise them of the decision**

## **21 To approve the extension of the internal audit contract**

21.1 A memo detailing potential options for the internal audit contract had been included with the supporting papers for this meeting.

21.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to accept a one year contract with the current internal auditor.

**Action: Clerk – contact the internal auditor to arrange the contract**

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

22.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 8<sup>th</sup> October 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 1<sup>st</sup> October.

*There being no further business, the Chair closed the meeting at 9:05pm*

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

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