

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 11th February 2025**

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

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_M05/

Public Session

44 Apologies for Absence

44.1 Apologies were received from Cllr Thornton.

45 To adopt and sign the minutes of the Finance Committee meeting held on 10th December 2024.

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

45.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** with 2 abstaining that the minutes of the Finance Committee meeting held on 10th December 2024 be adopted as a true record.

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

46 Declarations of Interest and Requests for Dispensations

46.1 No declarations or requests were made.

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

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

48 To approve the following financial reports:

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

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

48.2 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **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.

49 To amend and recommend the new financial regulations

49.1 A copy of the new financial regulations was included with the supporting papers for this meeting.

49.2 Cllr Toher commented that section 4.8 had a typo. The Clerk agreed and will delete one of the “and must” from that section. Cllr Winstanley asked about section 2.6 and the Clerk explained that the section highlighted in green would replace the section highlighted in red.

Action: Clerk – to amend section 4.8 of the new financial regulations.

49.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that Full Council adopt the amended financial regulations.

Action: Clerk – add the adoption of the amended financial regulations to the next Full Council agenda.

50 To recommend adopting the Finance Committee Terms of Reference

50.1 A copy of the Finance Committee Terms of Reference was included with the supporting papers for this meeting.

50.2 Cllr Toher suggested that section 1.1 should be amended to allow for members to be appointed throughout the year. The Clerk agreed that the wording would be changed to:

“The Committee membership shall comprise up to seven members, with appointments initially at the Parish Council AGM in May, and subsequent appointments made as necessary.”

Action: Clerk – amend section 1.1 of the Finance Committee Terms of Reference to the agreed wording.

50.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that Full Council adopt the amended terms of reference.

Action: Clerk – add the adoption of the Finance Committee Terms of Reference to the next Full Council agenda

51 Date, time, place, and agenda items for next meeting

51.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 8th April 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 1st April.

There being no further business, the Chair closed the meeting at 7.39pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____