

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 12 October 2021**

Present: Cllrs Dean R, Parker-Jones, Thornton, Tidridge and Winstanley

In Attendance: Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2122_M02/

Public Session

22 Apologies for Absence

22.1 No apologies had been received.

23 To adopt as a true record, and sign, the Minutes of the Finance Committee meeting held on 10 August 2021

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

23.2 Cllr Tidridge requested that the wording in section 18.2 was changed to say that it was the Councillors suggested a briefing session be arranged, not the Clerk.

Action: RFO to change minutes.

23.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Finance Committee meeting held on 10 August 2021 be adopted as a true record.

24 Declarations of Interest and Requests for Dispensations

24.1 No declarations of interest were declared.

25 To approve reports on Council finances

25.1 The RFO report, payments lists, budget monitoring reports and statements of accounts had all been included with the document pack for the meeting. The Committee noted the RFO report.

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

26 To discuss the draft expenditure budget for the financial year 2022/23

26.1 The Councillors discussed ideas for potential projects that could be included in the draft budget for the 2022/23

26.2 Cllr Dean suggested an amount for a feasibility study to install a boardwalk in the cemetery where the ground is too wet to use for burials.

26.3 Cllr Dean also explained to everyone the importance of increasing the ear-marked funds each year to cover new play area equipment.

26.4 Cllr Parker-Jones proposed including a budget to commemorate the Jubilee with a permanent item such as artwork, or planting. It was suggested that the Bow Lake Gardens Community Orchard could be renamed for the Jubilee.

26.5 It was requested that the Communications Working Group include an article about the remaining grant budget and encouraging village organisations to apply for grants.

Action: RFO

26.6 Cllr Thornton asked the RFO why the grant budget is so low this financial year. The RFO explained that an original idea to include a £25,000 budget to mark the 25th anniversary of the Parish Council had been included in the 2021/22 budget, however when it became clear that we needed to make savings, this budget was reduced back down to the £6,000 normal annual budget.

26.7 Cllrs Dean and Tidridge expressed concerns that if the precept is increased, the increase on cost of living will be hard on the residents. It is important that the Council requests as much as possible from the CIP list, and applies for as many grants as possible.

26.8 Cllr Winstanley commented that for the January 2022 newsletter, it is important to phrase any precept increase not just in percentages, but also pounds.

26.9 Cllr Parker-Jones suggested that including a budget to hire a professional grant application writer would be a good idea. Cllr Tidridge offered to ask HALC if they can help with that service.

Action: Cllr Tidridge

27 To approve the list of direct debit payees

27.1 The list of current direct debit payees was circulated with the document pack for the meeting.

27.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the list of direct debit payees.

28 To recommend approval of the results of the external audit for the accounts relating to financial year 2020-21

28.1 The RFO explained that the appointed external auditor sent 2 separate emails regarding the final result. One at 9am on the 30th September stating that there was a delay and the final audit would not be finalised on time. Another email was sent at 3.15pm on 30th September providing the final certificate of audit completion. In that time, the RFO had been in contact with the internal auditor, who recommended that a complaint was made to the SAAA, the organisation that is made up of representatives from NALC and SLCC, who are responsible for appointing the contract for the external audit work.

28.2 Cllr Parker-Jones thanked the RFO and Clerk for carrying forward with this complaint.

28.3 Proposed Cllr Tidridge, seconded Cllr Thornton, **RESOLVED** unanimously that the Chair of the Council writes to the local MP to raise this issue with the MP responsible for MHLG within Government.

Action: Chair of Full Council

28.4 Proposed Cllr Tidridge, Seconded Cllr Thornton, **RECOMMENDED** unanimously that the Council approve the results of the external audit for the accounts relating to financial year 2020-21.

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

29.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 14th December at the Bishopstoke Methodist Church.

There being no further business, the Chair closed the meeting at 8:10pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Finance Committee

12th October 2021

Payments (August 2021)

Direct Debit payments

BT	Office - Phone & broadband (Jul 21)	£	45.23
Eon	Office - Electricity (Aug 21)	£	51.00
British Gas	Allotments - UR - Electricity (Jul 21)	£	16.35
British Gas	Shears Mill - Electricity (Jul 21)	£	11.06
Business Stream	Burial Grounds - BC - Water (Apr-Jul 21)	£	14.09
Sky Mobile	DW Mobile Phone (Aug 21)	£	20.00

Staff Debit Card payments

DW - Amazon	Printer Inks	£	91.73
ST - Sky Mobile	Mobile phone top-up	£	8.00
JW - O2 Mobile	Mobile phone top-up	£	10.00

BACS payments

Bruno Construction	Removal old iron railings St Mary's	£396.00
Fair Oak Street Pastors	Grant	£700.00
Bruno Construction	Preparation 12 ashes burial plots Cemetery	£654.00
Shawyers	Tree work to Old St Mary's & St Mary's	£1,488.00
Seagrave Inspection Services	6 operational playground inspections	£570.78

Staff	Salary	£	4,898.47
Staff	Mileage + Office Allowance	£	127.72
HMRC	Tax / NI	£	1,376.88
HCC	LGPS	£	1,642.81
Green Smile	Ground Maintenance (Aug 2021)	£	3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

Clerk - DW

N/A		£	-
	Sub total	£	-

Out Of Pocket Expenses

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

RFO - ST

N/A		£	-
	Sub total	£	-

Out Of Pocket Expenses

Cemeteries Officer - JW

N/A		£	-
	Sub total	£	-

Total payments

£ 16,101.43

Bishopstoke Parish Council

Finance Committee

12th October 2021

Payments (September 2021)

Direct Debit payments

BT	Office - Phone & broadband (Aug 21)	£	44.94
Eon	Office - Electricity (Sep 21)	£	51.00
British Gas	Allotments - UR - Electricity (Aug 21)	£	16.61
British Gas	Shears Mill - Electricity (Aug 21)	£	11.21
Sky Mobile	DW Mobile Phone (Sep 21)	£	20.00
ICO	Data Protection Annual Fee	£	35.00

Staff Debit Card payments

ST - L&S Waste	Skip hire JL	£	271.20
JW - O2 Mobile	Mobile phone top-up	£	10.00
CT - B&Q	Spray paint	£	9.50
DW - Amazon	Fireproof safe	£	363.59
ST - Sky Mobile	Mobile phone top-up	£	8.00
DW - Land Registry	Land registry documents	£	6.00

BACS payments

Image Management Services	Printing & Delivery 5000 village newsletters	£1,186.80
Ryan O'Connor	Repainting war memorial railings	£225.02
Edge IT Systems	Epitaph & AdvantEDGE Annual Licence 2021-22	£1,576.68
Bruno Construction	Removal burnt bench Glebe Meadow	£351.00
Safeguard Pest Control	Wasp nests removal plots 66B/18A UR	£186.00
Bishopstoke & Fair Oak Good Neighbours	Travel Tokens repayments	£169.00
Green Smile	Clearance of broken glass at bus shelters	£48.00
Premier Grounds & Garden Maintenance	Plot clearance UR 15B	£552.00
Premier Grounds & Garden Maintenance	Plot clearance JL vacant plot	£552.00
Arbor-Eco Consultancy	Failed visit St Mary's churchyard	£150.00
Green Smile	Parish Office grass cutting, watering new whips and trees, soil delivery, hedge cutting Glebe	£699.60

Staff	Salary	£	4,824.84
Staff	Mileage + Office Allowance	£	141.98
HMRC	Tax / NI	£	1,353.31
HCC	LGPS	£	1,619.69
Green Smile	Ground Maintenance (Sep 2021)	£	3,979.31

Cheque payments

£ -

Out Of Pocket Expenses

N/A

Clerk - DW

£ -

Sub total £ -

Out Of Pocket Expenses

Projects Officer - CT

Sub total £ -

Out Of Pocket Expenses

N/A

RFO - ST

£ -

Sub total £ -

Out Of Pocket Expenses

N/A

Cemeteries Officer - JW

£ -

Sub total £ -

Total payments

£ 18,462.28