

**Minutes of a Meeting of the Finance Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 9 August 2022**

Present: Cllrs A Dean, R Dean, C McKeone and Parker-Jones

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

Public Attendance: 0 members of the public were present.

FIN_2223_M02/

Public Session

10 Election of Chair

10.1 Proposed Cllr R Dean, seconded Cllr C McKeone, **RESOLVED** unanimously that Cllr Parker-Jones be elected Chair of the Finance Committee.

11 Election of Vice Chair

11.1 Proposed Cllr A Dean, seconded Cllr R Dean, **RESOLVED** unanimously that Cllr C McKeone be elected Vice-Chair of the Finance Committee.

12 Apologies for Absence

12.1 Apologies were received and accepted from Cllr Winstanley.

13 To adopt as a true record, and sign, the Minutes of the Finance Committee meeting held on 14 June 2022

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

13.2 Proposed Cllr C McKeone, seconded Cllr R Dean, **RESOLVED** that the minutes of the Finance Committee meeting held on 14 June 2022 be adopted as a true record, with abstention from Cllr Parker-Jones.

14 Declarations of Interest and Requests for Dispensations

14.1 No declarations of interest were made.

14.2 The Committee discussed adding a standing agenda item for each meeting, to be called "Matters arising and Councillor questions" after approval of previous meeting's minutes. **ACTION** – RFO to add this to next agenda.

14.3 Cllr C McKeone asked if the Charity number had now been received for the Bishopstoke Community Fund. The RFO and Cllr Parker-Jones confirmed everything was now in order and the £7,000 grant for the defibrillators had now been paid to the Charity.

15 To approve reports on Council finances

15.1 The payments lists and statement of accounts for May, June and July 2022 had been included with the document pack for the meeting.

15.2 Proposed Cllr R Dean, Seconded Cllr A Dean, **RESOLVED** unanimously to approve the reports on Council finances.

15.3 Cllr Parker-Jones requested that items for the CIP list be added to the September Full Council agenda for all Parish Councillors to discuss. Cllr R Dean suggested that the project to install a boardwalk in the area of Bishopstoke Cemetery that is too wet to use for interments be added to the CIP list. **ACTION** – Clerk to add the CIP list as an item for Full Council meeting on 13 September.

16 To review the £5,000 budgeted expenditure limit within the Committee’s Terms of Reference

16.1 The Committee discussed this briefly and decided that the limit should remain at £5,000 and be reviewed in 2023 as part of the annual review of the Committee’s Terms of Reference.

17 To approve the list of direct debit payees

17.1 The list of direct debit payees was circulated to Councillors prior to the meeting.

17.2 Proposed Cllr R Dean, Seconded Cllr C McKeone, **RESOLVED** unanimously that the Council approve the list of direct debit payees.

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

18.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 11th October at the Bishopstoke Methodist Church.

18.2 Agenda items to include the annual insurance premium renewal for recommendation, and a discussion of items for the 2023-24 annual budget.

There being no further business, the Chair closed the meeting at 7:56pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____