



Minutes of a Meeting of the Finance Committee held at Bishopstoke Methodist Church commencing at 7:30pm on 11 June 2024

Present: Cllrs Hillier-Wheal, Mignot, Thornton and Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

FIN_2425_M01/

Public Session

The Clerk welcomed everyone to the meeting and invited nominations for Chair.

1 Election of Chair

- 1.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Winstanley be elected as Chair of the Finance Committee for the year 2024-2025.

Cllr Winstanley assumed her seat as Chair.

2 Election of Vice Chair

- 2.1 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** that Cllr Thornton be elected as Vice Chair of the Finance Committee for the year 2024-2025.

3 Apologies for Absence

- 3.1 Cllr Burcombe-Filer was not present.

4 Declarations of Interest and Requests for Dispensations

- 4.1 None were declared or requested.

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

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

6 To approve the following financial reports:

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

6.1 Proposed Cllr Mignot, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously to approve the financial reports.

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

7 To consider grant requests from the following:

**Friends of In Touch
Life Education Wessex and Thames Valley
Itchen Navigation Preservation Trust**

7.1 Information on the grant applications had been provided to the Committee prior to the meeting.

7.2 Following discussion the Cllrs were unwilling to commit to the full amount requested by Friends of In Touch. The Clerk was asked to contact them to enquire whether they had made similar requests of other Parish Councils and also to ask how their estimated income had been calculated. The Clerk was also requested to give a grant of £400 now and to invite the group to reapply if they still needed further funding towards the end of the financial year. The request from Life Education Wessex and Thames Valley was thought to be a good use of Parish Council grant money and followed a similar request from the organisation two years prior. Finally Cllrs wished to know whereabouts the work described by the Itchen Navigation Preservation Trust would be taking place and again whether approaches had been made to other Parish Councils. Cllrs wished to know the answer to these questions before they decided on a final grant amount.

7.3 Proposed Cllr Mignot, Seconded Cllr Winstanley, **RESOLVED** unanimously to grant £400 to Friends of In Touch; to grant £430 to Life Education Wessex and Thames Valley, and to make a decision via email on the grant request from the Itchen Navigation Preservation Trust once answers to their questions have been received.

Action: Clerk – Contact Friends of In Touch and Life Education Wessex and Thames Valley to request bank details and inform them of their grants. Contact Friends of In Touch and Itchen Navigation Preservation Trust with the Cllrs’ questions; Contact Committee members with response from Itchen Navigation Preservation Trust for their decision.

8 To consider amendments to the Grant Awarding Policy

8.1 The recommended amendments had been included with the supporting papers for this meeting.

8.2 Following discussion the Committee agreed that the concept of ensuring the full grant pot is used by the end of the year was good, but they were unwilling to choose the recipient until the final end of the year, as the amount left in the grant fund may influence which charities or groups it would most benefit. Examples of possible recipients were local charities or community groups, funds for the Memorial Hall or having a “Chair’s Charity” which could be supported at events throughout the year.

8.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the recommended changes to paragraphs 3.5 and 3.7 of the Grant Awarding Policy and to add a new paragraph 3.8 stating “At the final Finance Committee meeting of the financial year, if there is any money left in the grant fund, the Committee will select a cause or causes to distribute the funds to.”

Action: Clerk – Update and publish the amended Grant Awarding Policy.

9 To review the internal audit for the year 2024 – 2025 and agree next steps

9.1 A review of the initial year with the current internal auditor, and recommendations for appointing an auditor for the year 2024-25 and beyond had been included with the supporting papers for this meeting.

9.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Council seek to enter a four year contract with Mulberry & Co and schedule a full internal auditor review for the year 2027-28.

Action: Clerk – contact Mulberry to request a quote for a four year contract; add a full auditor review to the timetable for the Finance Committee in 2027-28.

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

10.1 The next meeting of the Finance Committee will take place at 7:30pm on Tuesday 13th August 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 6th August.

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

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____