

Issue date: 28 October 2015
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Mrs. Angie Hurren
Parish Clerk

For Information: District and County Ward Members, Press and Public.

Finance Committee Meeting

Thursday 19th November 2015

19:30hrs

Broadclyst Pavilions, Holly Close, Broadclyst

Press and public are welcome to attend.

This is notification that the Finance Committee will meet at the above time/place for the purpose of conducting the following business

AGENDA

NB: Agenda item **F15/13 Staffing** meets the criteria for discussion under Part B (exclusion of press and public) due to its confidential nature

This agenda is published 28 days in advance of the meeting under the requirements of the Local Government Pension Scheme as notification that Council will be discussing the Local Government Pension Scheme.

F15/10 APOLOGIES

To receive apologies for absence

F15/11 DISCLOSABLE PECUNIARY INTEREST

To receive Declarations of interest not currently on Councillors' ROIs and receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda

F15/12 FINANCIAL UPDATE

- a. To receive Financial Statement to 30th September 2015
- b. To receive Bank Reconciliation to 31st October 2015
- c. To note that the VAT reclamation up to 30th September 2015 has been submitted to HMRC in accordance with Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

All to be recommended to Council for approval.

The meeting will move into part B conditions to discuss the following item due to the confidential and contractual natures. Members of press and public will be asked to leave the room during the discussion of these items; all recording equipment must also be removed from the room.

F15/13 STAFFING

The Staffing Committee met on 5th November 2015 to transact the following business which is now reported to the Finance Committee together with a summary of financial implications arising from the meeting

- i. **Staff Annual Appraisals**
To receive a report following internal annual staff reviews
- ii. **Council Level Review.**
To receive a report on Level 3 Evaluation including an evidenced independent assessment measure against national criteria, current operation, and the strategic and statutory roles and duties of the Clerk
- iii. **Training And CPD**
To receive a report on in-house training requirements for staff, Members and volunteers.
To receive a report on continuing professional development

F15/14 PREFERRED SUPPLIERS /CONTRACTORS

- i. To review Council's preferred suppliers/contractors
- ii. To receive a report on any changes to pricing
- iii. To resolve to confirm preferred suppliers/contractors for 16/17 or until such time as the end of the Service Level Agreement

The Chairman will declare the meeting moves back out of part B conditions; Members of press and public will be invited to re-join the meeting and recording equipment can once again be switched on.

F15/15 PENSION ARRANGEMENTS

- i. To receive updates with regard the requirement to identify a pension provider.
- ii. To note staging date of 1st April 2016 and notification date of 1st December 2015.
- iii. To receive a report from an independent advisor on the Local Government Pension Scheme and NEST schemes.
- iv. To receive confirmation of eligibility to join the LGPS and notes/guidance on the scheme.
- v. To resolve to identify a scheme to offer to staff in accordance with government legislation.

F15/16 CAR PARKING

- i. To discuss car parking on Parish Council land in front of the Clyst Room
- ii. To resolve to agree an annual rent for each parking space

F15/17 BUDGET FOR 16/17

- i. To receive the draft budget and budget report from the Clerk/RFO and to discuss recommendations contained within
- ii. To resolve to set the budget and precept demand for 2016-17 as a recommendation to Full Council on 7 December 2015.

F15/18 TO CLOSE THE MEETING

Dated this 28th day of October 2015

Angie Hurren

Broadclyst Parish Council Clerk

Disclosable pecuniary interests*

You must declare the nature of any Disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.

You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a Disclosable pecuniary interest because this planning application is made by my husband's employer'.]

If your interest is a Disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY
REQUEST.**

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.