

Issue date: 9th November 2016
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Mrs. Angie Hurren
Parish Clerk

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

Finance Committee Meeting

Tuesday 15th November 2016

19:30hrs

Green Room, Victory Hall, 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 **F16/25** meets the criteria for discussion under Part B (exclusion of press and public) due to its contractual nature

F16/21 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

F16/22 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

F16/23 PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

F16/24 FINANCIAL UPDATE

- a. To receive Bank Reconciliation to 31st October 2016
- b. To note that the VAT reclamation up to **30th September 2016** 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.

F16/25 STAFFING

The Staffing Committee will meet before Council's Ordinary meeting on 5th December 2016 to transact the following business, financial implications from which will need to be applied to the draft budget at that meeting:

- i. **Staff Annual Appraisals**
To receive a report following internal annual staff reviews
- ii. **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
- iii. **Pension update**
To receive an update on the current LGPS members

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.

F16/26 PREFERRED SUPPLIERS /CONTRACTORS

- i. To receive a report on changes to contractors rates, SLA costs, and additional works for 2017/18
- ii. To receive reports from Council's committees, the Neighbourhood Plan Steering Group and Broadclyst VIP's.

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.

F16/27 CLYST ROOM

To discuss potential conversion of the Parish Council-owned Clyst Room and the land in front of it into a Parish Council works store and small compound.

NB: The Parish Council's adopted Standing Orders (7a) states that "a previous decision [of the Council] shall not be reversed within 6 months".

The decision to market the Clyst Room was recommended by the Finance Committee on 19 November 2015 (Minute ref: F15/16) and ratified by Full Council at its meeting on 7 December 2015 (Minute ref: 15/202iii).

F16/28 BUDGET FOR 17/18

- 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 2017-18 (subject to staffing committee report) as a recommendation to Full Council on 5 December 2016.

F16/28 TO CLOSE THE MEETING

Dated this 9th day of November 2016

Angie Hurren

Broadclyst Parish Council 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.