



Issue date: 16 MAY 2017
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Mrs. Angie Hurren
Parish Clerk

To: Broadclyst Parish Council Finance Committee Members
For Information: Broadclyst Parish Councillors, District and
County Ward Members, Press and Public.

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BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

NB: There are 2 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month: F17/20 (staff pensions) and F17/21 (staffing update).

You are hereby notified of a Finance Committee Meeting which will be held on **Monday 22nd May 2017 at 19:30hrs** in the **Green Room, Victory Hall, Broadclyst** for the purpose of transacting the following business:

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AGENDA

F17/11 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.

F17/12 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 Clerk in advance of the meeting.

Standing Orders will be suspended:

F17/13 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

The meeting will reconvene under Standing Orders

F17/14 AUDIT AND GOVERNANCE

- i. To receive the unaudited end of year accounts and to produce a report to Council which summarises the accounts and recommends acceptance to Council
- ii. To receive the Internal Auditors report for 2016/17
- iii. To action any matters arising from the internal audit which was carried out on 6th April 2017.
- iv. To consider the Annual Governance Statement for 2016/17
- v. To consider the Accounting Statements for 2016/17.

F17/15 BUSINESS RATES

To receive a report on the Council's business rates and to note implications recorded within for the Council's 2018/19 budget

F17/16 COMMUNITY GRANTS POLICY AND FORMS

To review the Council's Community Grant making policy and process, and to update the grant application forms/guidance notes as applicable.

F17/17 BROADCLYST FUN DAY

To receive a report on the forthcoming Fun Day

F17/18 PARISH TOGETHER GRANT

To resolve to accept the Parish Together grant award of £2,892.82 in conjunction with the parishes of Clyst Honiton, Cranbrook, Poltimore and Rockbears towards a community helipad at Broadclyst Recreation ground.

To note funds must be spent by 30 March 2018.

Chairman and Clerk to sign award offer letter which is to be returned to EDDC within a 2 month period of the offer (made 6th April 2017).

F17/19 CONFIDENTIAL ITEMS

To resolve that the public (including the press) be excluded from the meeting for the next six agenda items (17/20 to 17/25) as sensitive employment and contractual information is likely to be disclosed (Part B)

F17/20 PENSION CONTRIBUTIONS 2016/17

To receive and approve summary of pension contributions made by employee and employer in 2016/17

F17/21 INTERNAL AUDIT

To receive a quote and schedule for the Council's 2017/18 Internal Audit, including a fixed price for a 3-year contract.

F17/22 NEW COUNCIL WEBSITE

To receive a quote from Council's preferred supplier for a new Council website, to include provision, build, work to transfer current content from old to new, and training/ongoing support.

F17/23 LEGAL SUPPORT AND EMPLOYMENT HANDBOOK UPDATE

- i. To receive a quote from a sector-specific employment solicitor for the revision and update of Council's employment handbook
- ii. To receive a quote from a sector-experienced solicitor in relation to a fixed fee Council legal advice service

F17/24 TO CLOSE THE MEETING

Dated this 16th day of May 2017

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.