



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Present: Cllrs: Arthurs, Pepper, Wollacott (Chair)

In attendance: Clerk

Members of Public: 0

Finance Committee meeting

Thursday 23rd July 2015

19:30hrs

Green Room, Victory Hall, Broadclyst

Press and public were welcome to attend.

The Finance Committee of Broadclyst Parish Council met to conduct the following business:

MINUTES

(Draft until ratified at Council's next meeting on 3rd August 2015)

It was noted there were 2 items (F15/6 a and b) which meet the criteria for discussion under Part B (exclusion of press and public) due to their contractual / commercially sensitive nature

F15/1 APOLOGIES

The Committee resolved to accept apologies for absence from Cllrs Baker (illness), Massey (work), and Staddon (work).

F15/2 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs receive nor receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on this Agenda

F15/3 FINANCIAL UPDATE

- a. The Financial Statement to 30th June 2015 was received; it was noted spend was according to budget for the end of the first quarter in all areas other than Maintenance of the Sports Pavilions.

Works have been necessary to replace items that have deteriorated over time (i.e. new central heating boiler, shower blenders, extractor fans, locks) and it was agreed these items had performed well against their life expectancy. The building has now been functioning for 15 years; some wear and tear is to be expected on the fixtures and fittings.

Items have been replaced to at least their original specification, being improved/upgraded to reflect advances in materials and modern technology with careful consideration to longevity to ensure best use of public money.

b. The Bank Reconciliation to 30th June 2015 was received, balances noted as:

Parish Council	6140053900		£6,971.24	
General Reserve	6140053956		£12,738.26	
Earmarked Reserve	6140053953		£13,983.00	
Lloyds Bank BPC	17973168		£37,695.66	
Lloyds Bank BPC Reserves	17991968			
TOTAL FUNDS HELD IN BANK				71,388.16

with un-cleared payments of £13,430.64 relating to June 2015.

c. It was noted that the VAT reclamation up to 30th June 2015 has been submitted to HMRC in accordance with Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

RESOLVED: All the above was agreed as correct; it was resolved that these reports be recommended to Council for approval on 3 AUGUST 2015.

F15/4 CRANBROOK COMMUNITY FUND (CCF)

a. The Clerk submitted a quarterly report on the CCF, the available balance was noted as £3,346.88 on 30.06.2015

b. An application to the Fund was received from CHIC for Cranbrook Pumpkin Parade 2015 for the amount of £500. The event was a great success in 2014, of huge benefit to the community and thanks due to all those who organised and attended the parade.

RESOLVED Cllr Arthurs proposed to award £500 towards the 2015 Pumpkin parade, which was unanimously agreed

F15/5 PAVILIONS

The parish and its operation is now of a size to warrant a Parish Office; Council employs 7 staff and in addition to its statutory duties is working with multi-agencies to support delivery of the strategic sites in the Growth Point.

The loft at the Pavilions has been identified as ideal for conversion into an Office, providing storage and working space for the Council's 3 administrative staff. By doing so it will give members of the public, stakeholders and visitors a visible place of contact for the Parish Council, as well as enabling Officers to work in a specifically designed office area.

There has been a little structural movement noticed on the overhang of the roof on the northern side of the building, causing the roof to dip and drop onto the central double doors, pinching them so as to render them difficult to operate. The architect and Council's builder are meeting on site next week to discuss options for repair; it is anticipated this work could be carried out at the same time as the office conversion to keep costs to a minimum.

RESOLVED: It was proposed by the Chairman that a schedule of works together with costings be prepared, encompassing the Parish Office, any remedial works, installation of a phone line/Broadband and refit of the public meeting spaces. Members were in agreement to make this recommendation to Full Council on 3rd August.

The meeting moved into part B conditions to discuss the following items, due to the commercially sensitive nature of business. Members of press and public should leave the room during the discussion of these items; all recording equipment must also be removed from the room.

F15/6 PAVILIONS SOFT FURNISHINGS

- a. Quotes for alternative flooring in the pavilions were received for vinyl, contract carpet and carpet tiles.
- b. Quote for vertical blinds in the pavilions were received.

RESOLVED: it was proposed Cllr Pepper that delegation be given to the Clerk to oversee the installation of blinds and the replacement of the current carpet tiles with similar once refit works have been completed. Members of the Committee were in agreement to make this recommendation to Full Council on 3rd August.

The Chairman declared the meeting moved back out of part B conditions; Members of press and public can re-join the meeting and recording equipment can once again be switched on.

F15/7 PUBLIC RELATIONS BUDGET

A report was received regarding the role of the Parish Council, its Committees, Subcommittees and Associated Community Groups in relation to public relations with external groups/agencies and the financial implications of carrying out these obligations.

RESOLVED: It was proposed that:

- the Comms budget not be renewed for 16/17 within its existing parameters
- a new budget allocation of “Public Relations”, to encompass the current Comms allocation and to include £2000 for the 2016 Twinning visit, be created, with an annual amount in the region of £1,500-£2,000 thereafter to enable the Association to support The Council in meeting its duties
- work of The Council’s subcommittees be supported by this budget allocation

All Members were in support of this proposal and so it was agreed to make this recommendation to Full Council on 3rd August in readiness for budget setting in the autumn.

F15/8 BROADCLYST FUN DAY

The structure of the annual Broadclyst Fun Day was discussed, looking at its value to the community and how sustainable it is as an annual event.

Currently and historically the Fun Day is self-funding; operational and set up costs are taken from profits on the day, with the balance being returned to the community. It was noted this is the one annual community event which brings all groups, associations and clubs together in a public setting and is recognised as having become established as one of the main community events of the year. The Fun Day offers a focused fund raising opportunity, operating a ‘pot’ system to return all profits to the community groups which were involved in the event, becoming one of their main annual fundraising events.

The Parish Council has had an increasingly more active role in organisation of the Fun Day over the last 5-6 years, with first the Pavilions Management Committee undertaking its running and more latterly Officers and Council staff undertaking the administration in conjunction with the Fun Day committee. Since 2013, the Parish Council has allowed staff paid time to do much of the administration work, which has been reflected by the positive growth of the event.

There is a danger, as there is with any event which relies on a small group of people, that should their circumstances change the organisation and running of the event, along with the fundraising and benefit to the community, comes under threat.

It was stated The Parish Council has an undertaking to its community to provide regular events and in order to ensure delivery and sustainability of such, this work could be carried out by an Events Subcommittee.

Insurance requirements

Historically, the Parish Council has paid an additional insurance premium to provide public liability cover for past events; Council's insurance company has stated they are only able to insure events which are run by the Parish Council or its events committee/subcommittee.

RESOLVED:

- that the Fun Day be organised and administrated by an Events Subcommittee comprising Officers, Councillors and Members of Public (a Subcommittee can comprise a mixture of Councillors, Officers and Members of Public; a Committee comprises Council Members only).
- that the Fun day administration and running costs be funded from the new Public Relations budget (circa £900-1,000 per annum)

F15/9 CLOSE OF MEETING

The meeting closed at 21:00hrs

Signed and approved:.....

Position:

Date:

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ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.