

Issue date: 12 March 2020
Contact number: 01392 360269
E-mail: clerk@broadclyst.org

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.



19, New Buildings
Broadclyst
Exeter
EX5 3EX

www.broadclyst.org

For advice on the coronavirus/Covid-19, please go to the Website below

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

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 no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month)

You are hereby summonsed to a Finance Committee Meeting which will be held on **Tuesday 17th March 2020 at 10:00hrs** in the **Broadclyst Sports Pavilions, Broadclyst, EX5 3HB** for the purpose of transacting the following business:

Agenda Index

F20/015 APOLOGIES	2
F20/016 DISCLOSABLE PECUNIARY INTEREST	2
F20/017 PUBLIC QUESTIONS	2
F20/018 MINUTES AND ACTIONS ARISING REPORT	2
F20/019 INTERIM MEASURES DURING COVID-19 OUTBREAK	2
F20/020 INTERNAL CONTROL 2020/21	2
F20/021 DISCRETIONARY COMMUNITY GRANTS.....	3
F20/022 ACTION TRACKER	3
F02/023 CLOSE OF MEETING.....	3

AGENDA

F20/015 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.

F20/016 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:

F20/017 PUBLIC QUESTIONS

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

The meeting will reconvene under Standing Orders

F20/018 MINUTES AND ACTIONS ARISING REPORT

- i. To receive draft Minutes from the Finance and Governance Committee meeting on 17th February 2020 (NB these draft Minutes have been accepted by Council at its meeting on 3rd March, however they have not been approved as a correct record by the Committee);
- ii. To receive an update report from the RFO on actions / matters arising from the last Finance and Governance Committee meeting

F20/019 INTERIM MEASURES DURING COVID-19 OUTBREAK

- i. To resolve that Council and its Committees (save for the Emergency Committee if necessary) will not meet before wk/com 27.04.2020 or until such time as we are otherwise advised.
- ii. To note that the Council's Scheme of Delegation and Financial Regulations enables the Clerk to carry out all statutory functions and operational duties. Payments made during the 'lock-down' period will follow the usual process (schedule circulated to authorised signatories, bank authorisation, third-party post-authorisation check) and will be reported back to Council when it next meets for approval in arrears.

F20/020 INTERNAL CONTROL 2020/21

- i. To receive a schedule of regular payments for 2020/21, for recommendation to Council for approval when it next meets (NB: payments must still be

recorded on the monthly schedules when made to prevent omission / duplication);

- ii. to review Council's Direct Debits for 2020/21 (for recommendation to Council for approval when it next meets);

F20/021 DISCRETIONARY COMMUNITY GRANTS

Following the Council's resolution to increase the amount of money in its Community grants 'pot' to £14,000 for 2020/21, this agenda item is set for the Finance Committee to determine the Council's revised Discretionary Community Grants policy and grant application process. The revised policy presented to the Committee for consideration proposes two 'levels' of grant: a small grant fund (up to £500 maximum) and larger awards (over £501); the limit of large grants; the application process for each fund including accompanying documents; spend times; reporting requirements; publicity requirements; repeat applications; and when and by whom the applications will be determined.

- i. To receive a draft Discretionary Community Grants policy, presented for approval;
- ii. To determine the upper limit for awards over £501;
- iii. To receive sample application forms, presented for approval.

F20/022 ACTION TRACKER

To record any actions arising from this Committee meeting and to whom they have been allocated.

F02/023 CLOSE OF MEETING

Dated this 12th day of March 2020

Angie Hurren

Broadclyst Parish Council Clerk

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

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 parish office in advance on 01392 360269

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.