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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.



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:

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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.



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Attendance record:

Chairman: Cllr Pepper (elected Chair for this meeting)

Members present: Cllr Chamberlain, Gent, Rhodes, K Straw, Waldron.

In attendance: Clerk, Deputy Clerk

Members of Public: 0

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

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

NB: There were two matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month)

There was a Finance Committee Meeting on **Monday 17th February 2020** at **19:30hrs** in the **Broadclyst Sports Pavilions, Broadclyst, EX5 3HB** for the purpose of transacting the following business:

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MINUTES (Draft)

F20/001 APOLOGIES

As Cllr Jackson was not present, the Committee elected Cllr Pepper to Chair this committee meeting. Apologies were accepted from Cllr Staddon and Jackson. Cllr Chamberlain and Gent substituted for these Members respectively in accordance with Council's Standing Orders. The quorum for the Finance and Governance Committee is 3 Members; the Clerk stated she felt this was a low number due to the work and responsibilities of the Committee and that it ought to be increased to 5. It was noted that the substitution of Members ensures a meeting is quorate and business can be lawfully transacted; this practice to be encouraged.

F20/002 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. Cllr Waldron recorded an Interest in item F20/013 as
There were no requests for Dispensations made in writing to the Clerk in advance of the meeting.

Standing Orders were suspended:

F20/003 PUBLIC QUESTIONS

There were no members of public present.

The meeting reconvened under Standing Orders

F20/004 END OF THIRD QUARTER ACCOUNTS

End of Third Quarter Accounts

- i. The Committee received the bank reconciliations and balance sheet for the third quarter (01.10.2019-31.12.2019)

Balance sheet:

Current assets: Debtors £3,034; VAT Control A/C £5,256; Bank balances £314,797.

Represented by: Current year fund £162,104; General Reserves £65,935; EMR £95,048.

The change in the level of general reserves was noted, with clarification to be sought from the finance software provider.

Bank rec: Cashbook 1 £5,190.31; Cashbook 2 £309,606.75

RESOLUTION: It was proposed by Cllr K Straw to approve the balance sheet and bank reconciliations, subject to satisfactory explanation of the increase to general reserves; this was seconded by Cllr Waldron and unanimously agreed.

- ii. The Committee received the Income/Expenditure Financial Statement as at 31.12.2019
Income £420,497 (99.6%); Expenditure £258,394 (80.4%); Transfer from EMR £13,565
RESOLUTION: It was proposed by Cllr Chamberlain to approve the Income/Expenditure Financial Statement as at 31.12.2019; this was seconded by Cllr Gent and unanimously agreed.
- iii. The Committee received the statement of Ear-Marked Reserves as at 31.12.2019;
RESOLUTION: It was proposed by Cllr K Straw to approve the statement of Ear-Marked Reserves as at 31.12.2019; this was seconded by Cllr Waldron and unanimously agreed.
- iv. The Committee received and noted the Local Authorities' Property Fund report as at December 2019, which has received interest of £758.41 (as opposed to £114.97 received on Council's reserve bank account). The Committee discussed holding

reserves in a higher interest account, i.e. the CCLA Local Sector Deposit Fund.

RESOLUTION: The Committee agreed to recommend the future banking and investment of its monies for discussion by Full Council.

- v. The Committee received a report of outstanding invoices as at 31.12.2019. It was noted that two of the o/s invoices had been subsequently paid in Jan 2020, leaving two long-term unpaid invoices still outstanding. It was noted that debtors names are published in the year-end accounts.

F20/005 BUDGET MONITORING AND INTERNAL CONTROL

- i. The Committee received Council's Budget Monitoring report to 31.12.2019; Cllr Chamberlain sec Cllr Rhodes unanimous
- ii. The Committee agreed the following virements recommended in the RFO's report:

I/E Code	Cost Centre	Description	3rd quarter exp.	19/20 budget	Predicted out turn (estimate)	Variance (£)	%	Reason(s)	Recommendation(s)
4020	110	HMRC/Pension	48,761	55,000	64,292	-9,292	117%	Software includes employee contributions in this cost centre as well as employers; total staffing budget not exceeded	Vire within 19/20 staffing budget of £10,000 from 4000 (110)
4090	110	Payroll	283	500	557	-57	111%	Additional payroll processing work for staff redundancy	Vire £100 from Stationery 4100 (110)
4370	160	Dog bins	418	5,000	5,600	-600	112%	Billed in arrears at end of year; invoice estimated at £5,110 to include provision & installation of 2 new bins at Westclyst, a shortfall of £528	Vire £600 from handyman maintenance 4320 (160)
4540	160	Public Open Space grass cutting	3,549	4,500	4,720	-220	105%	Billed in arrears at end of year; invoice estimated at £5,110 to include provision & installation of 2 new bins at Westclyst, a shortfall of £528	Vire £220 from lengthsman maintenance 4330 (160)

RESOLUTION: It was proposed by Cllr Chamberlain to accept the report and approve the above virements. This was seconded by Cllr Rhodes and unanimously agreed.

- iii. The Committee noted that Council's VAT reclaim for the period 01.10.2019 to 31.12.2019 for £5,256.34 has been submitted to HMRC.

F20/006 FINANCIAL REGULATIONS

The Committee received NALC model Financial Regulations for adoption. Rec for adoption. Prop Cllr K Straw, seconded Cllr Chamberlain with 'tweaks'

F20/007 RISK MANAGEMENT REGISTER ANNUAL REVIEW

The Committee carried out an annual review of the Councils risk register, both financial and non-financial, noting the RFO's recommendation to increase the frequency of finance and governance committee meetings to bimonthly.

RESOLUTION: it was proposed by Cllr Chamberlain that the recommendation to increase frequency be put to Council and the risk management register review be adopted. This was seconded by Cllr K Straw and unanimously agreed.

F20/008 RELATED PARTIES

- i. It was noted that Councillors are obliged to ensure their ROI's are always up to date;
- ii. The Committee reviewed procedures that are in place to identify related party transactions. The Committee carried out a review of Senior Officers to ensure declarations of interest are up to date. It was noted that employees cannot work for Council on a self-employed basis.

F20/009 FIXED ASSET REGISTER – item deferred for Full Council on 2 March 2020

- i. To consider the Council's method of asset valuation policy and fixed assets disposal process
- ii. To review the Council's fixed asset register

F20/010 STATEMENT OF INTERNAL CONTROL

The Committee produced the Council's draft Statement of Internal Control for 2019/20, recommended to Council for approval.

RESOLUTION: this was proposed by Cllr Chamberlain, seconded by Cllr K Straw and unanimously agree.

F20/011 CONFIDENTIAL ITEMS

The Chairman proposed that the meeting moves into Part B (exclusion of press and public; elected Members who do not serve on the Finance Committee are respectfully requested to observe this requirement) as the next two items for discussion contain matters of a sensitive nature and/or contractual detail. Noted – no Members of Public, Press, or non-Committee Members present.

F20/012 PUBLIC TOILETS DECORATING QUOTES

To receive three quotes for the exterior decoration of the public toilets.
Item deferred to allow the Clerk to obtain a 3rd quote.

F20/013 PREFERRED SUPPLIERS/CONTRACTORS

The Committee received a summary of Council's preferred suppliers and contractors, all of which have been reviewed by the Finance Chairman and RFO as part of the budget-setting process.

RESOLUTION: this was proposed by Cllr K Straw, seconded by Cllr Chamberlain and unanimously agree.

F02/014 CLOSE OF MEETING

The meeting closed at 21:30hrs

Signed (Presiding Chairman):

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

RFO Report for 2 March 2020, agenda item 20/047

I write to report on actions arising from the Finance and Governance meeting held on Monday 17th February 2020:

- Duplicate / electronic bank statement to Chairman: Lloyds have confirmed that this is not something they are able to do either electronically or via post, however signatories can log-in and download an electronic copy for themselves should they wish to check it against the paper copy that comes through the post. The voice recording of the phone call is held on file.
- A copy of the CCLA Investment statement of account to the Chairman has been requested.
- Changes to level of general reserves (GR): the change in GR is caused by spend from earmarked reserves (EMR). When the software decreases the EMR amount it increases GR rather than current year fund; this is because the reserve fund isn't just this year's fund but can relate to monies held in EMR from previous years. The statutory balance sheet demonstrates this better than monthly balance sheets, so one has been prepared for 31.01.2020.
Action: please let me know which format you prefer.
- Outturn reports. We have not run outturn reports before, instead using % spends in the IE and variance reporting to monitor budget lines quarterly. The current process to prepare an outturn report entails manually calculating and entering predicted and committed expenditure line-by-line in the budget against each code in each cost centre; to prepare future reports, predicted and committed expenditure will need to be updated manually each time. This is because the current software is based on annual accounting and does not have the facility to enter committed expenditure per month (i.e. Insurance goes out in month 3) and it does not update an outturn report automatically, however there are 3 options going forward:
 - Buy and run purchase ledger module (we have been previously advised that we don't have enough monthly transactions to make this worthwhile);
 - Buy and run phased budgeting module (this will obviously allow a phased budget to be set up, updating the committed expenditure column as it goes, enabling monthly/quarterly reports to be produced without manually entering figures each time). Quote received of £295 for the additional module.
 - Continue to monitor through % year-to-date spends in the IE and variance reports now that Finance is moving to bi-monthly meetings, reviewing prior to setting the 2021/22 budget if additional software needs to be purchased.**Recommendation:** to consider buying the additional phased budgets module at £295, to be ready for 2020/21.
- Clarification as to whether IR35 applies to the handyman has been obtained and is appended. (see Appendix A (payroll) and B & C for HMRC Check Employment Status for Tax)
- The fixed asset register has been re-worked in line with Council's asset valuation draft policy. It is noted that whilst this provides a fixed asset register for accounting purposes, a detailed inventory will still be required for insurance purposes.

- A 3rd quote for toilets decoration has not been received at the time of writing this report following a site visit on Monday 17th February.
- Recommendation:** that the monies for the redecoration be moved to EMR at year-end.

This concludes my report.

Angie Hurren

Principal, SLCC

Broadclyst Parish Council Clerk/RFO

24 February 2020

F20/019: CONFIRMATION OF DELEGATIONS TO ENSURE COUNCIL OPERATION DURING CORONAVIRUS OUTBREAK

FINANCIAL REGULATIONS

5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee;

5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Local Government Pension Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Finance Committee.

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

DELEGATION OF POWERS:

TO THE PARISH CLERK

1. The Clerk has day to day responsibility for the management of all staff employed by Broadclyst Parish Council and applies to all staff working within the organisation and to all employees working off the premises. It extends to include non-permanent workers such as secondees, contractors, agency, temporary staff, consultants and any other workers.
2. The Clerk is empowered to take financial action to deal with an emergency situation arising that is within the powers of the Parish Council in accordance with limits set out in Council's Financial Regulations
3. The Clerk is empowered to act as a representative of the Parish Council on all Broadclyst Parish Council working groups
4. The Clerk is empowered with regard to purchasing (as per Council's Financial Regulations)

- a. To purchase items in support of ratified decisions
 - b. To purchase items in support of the day to day running of the Parish Council up to a value of £1,000 per item
 - c. To raise payments to meet employment obligations re salaries in accordance with rates agreed by the Council
 - d. To make purchases formally delegated by the Parish Council or any of its committees with delegated powers
- 5. The Clerk is empowered to manage the Council's bank accounts on a day to day basis and to invest monies as appropriate and agreed by the Council
- 6. The Clerk is empowered to manage the day to day operation of the Council Office and other Council Assets

TO THE DEPUTY PARISH CLERK

Powers would be delegated only in the circumstances of the ongoing absence of the Parish Clerk due to sickness or holiday. All decisions made by the Deputy Parish Clerk relating to this delegation of powers should be in consultation with the Chairman wherever practicable and cover:

- 1. Day to day responsibility for the management of all staff employed by Broadclyst Parish Council
- 2. Taking financial action to deal with an emergency situation arising that is within the powers of the Parish Council
- 3.
 - a. Purchasing items in support of ratified decisions
 - b. Raising payments to meet employment obligations re salaries in accordance with rates agreed by the Council
 - c. Making purchases formally delegated by the Parish Council or any of its committees with delegated powers
 - d. Raising payments in support of the day to day running of the Parish Council up to a value of £1,000 per item by previous agreement with any two of the following: the Chairman, the Vice Chairman, the Chair of Finance Committee) (*note: amended from Clerk's responsibilities*)
- 4. Managing the Council's bank accounts on a day to day basis and investing monies as appropriate and agreed by the Council
- 5. Attendance at working group meetings as requested in order to facilitate meetings
- 6. Day to day responsibility for the operation of the Council Office and other Council Assets

TO THE PAVILIONS ADMINISTRATOR

Powers would be delegated only in the circumstances of the ongoing absence of the Parish Clerk and Deputy Clerk due to sickness or holiday. All decisions made by the Pavilions Administrator relating to this delegation of powers should be in consultation with the Chairman wherever practicable and cover:

- 1. Day to day responsibility for the management of all staff employed by Broadclyst Parish Council
- 2. Taking financial action to deal with an emergency situation arising that is within the powers of the Parish Council
- 3.
 - a. Purchasing items in support of ratified decisions
 - b. Raising payments to meet employment obligations re salaries in accordance with rates agreed by the Council

- c. Making purchases formally delegated by the Parish Council or any of its committees with delegated powers
 - d. Raising payments in support of the day to day running of the Parish Council up to a value of £1,000 per item by previous agreement with any two of the following: the Chairman, the Vice Chairman, the Chair of Finance Committee) (*note: amended from Clerk's responsibilities*)
4. Day to day responsibility for the operation of the Council Office and other Council Assets



Broadclyst Parish Council
GROWING OUR COMMUNITY

Discretionary Community Grants Policy

1. INTRODUCTION:

DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Broadclyst community.

OBJECTIVES:

The Council is committed, through this policy, to promote Broadclyst as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

RULES:

- 1.1 Financial grants are awarded by the Broadclyst Parish Council Finance & Governance Committee (F&G); the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (over £501, up to £2,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&G Committee.
- 1.5 The F&G Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.8 The completed application and supporting documentation must be received no less than two weeks before the F&G Committee meets.
- 1.9 **Only one** application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
- 1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website. Council staff can advise applicants as to which form to use.

1.12 The following **are not** eligible to apply for grants;

- a. Individuals, businesses, commercial organisations, religious groups or political parties;
- b. Projects that are the statutory responsibility of other authorities;
- c. Applicants who have an outstanding loan with or are financially indebted to the Council.

1.13 Grants will not usually be awarded for projects or activities already delivered.

2. LARGE GRANTS

2.1 The maximum large grant amount that can be awarded by the F&G Committee is over £501, up to **£2,000**. Exceptionally grants over £2,000 may be considered but must be of benefit to potentially the whole Parish.

2.2 To be eligible to apply for a **Large** grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Broadclyst;
- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

2.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (section included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will evaluate the effectiveness of the activity or project (section included on the application form).

3. SMALL GRANTS

3.1 Small grants are awarded up to a maximum of £500.

3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Broadclyst;
- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

3.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
- c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
- d. A written set of rules, constitution, or other governing document, they shall be current and properly authorised;
- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

4. SCORING CRITERIA

4.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:

- a. Applicants have met the documentation requirements;
- b. Applicants have specified how the grant will be used;
- c. Who will benefit from the grant within the community;
- d. The applicant is a voluntary or community group;
- e. Benefits to the requesting organisation;
- f. Value for money;
- g. Existing Parish Council priorities;
- h. The grant promoting Broadclyst Parish;
- i. The grant contributing to something that has not already been funded in the past by Broadclyst Parish Council.

5. PROCESS FLOW CHART

- 5.1 Application forms will be available for download from the Council's website (www.broadclyst.org).
- 5.2 Forms should ideally be submitted electronically by email to office@broadclyst.org but may also be submitted by post.
- 5.3 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- 5.4 Applications are reviewed, scored, and processed by the Finance Committee in accordance with this policy.

- 5.5 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

6. AWARDING GRANTS

- 6.1 Grants will be paid by BACs, addressed to the name of the organisation specified on the application form.
- 6.2 Where large grants are awarded, the Council will aim to have the Chairman and Chairman of the Finance Committee present each organisation with their award and have a photograph taken for a subsequent joint press release.

7. MONITORING AND EVALUATION

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants will not be awarded until this is returned.
- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disbands during the period of the grant, the Council may ask for all or part of the monies to be paid back.

8. TRANSPARENCY AND PUBLICITY

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants, the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving Parish Council grants must acknowledge the Council in any relevant publicity or publication that the Council has awarded the grant and display a plaque supplied by the Council.
- 8.5 For large grants representatives of the organisation will be asked to provide a presentation to the next Annual Parish Meeting on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the Annual Parish Meeting to demonstrate their successes, their services and the benefit experienced by the grant.

Adopted by Full Council: April 2020
Review Date: March 2021

Signed:

Print:

Date:

Application for Broadclyst Parish Council Community Fund 2020 / 2021



Broadclyst Parish Council
GROWING OUR COMMUNITY

Small Grants Application Form

NB: this form is for grants up to £500; for awards over this amount please use the Large Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation:

Main contact name and address:

Main contact e-mail address:

Contact number (in case of any queries):

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

Sort code:

Account Number:

Bank:

Name as it appears on bank statement:

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

**Proposed timing of
the project/ spending
the money**

Start:

End:

SECTION C: FINANCE. Details of Costs and Funding Sources

**What is the total cost of your project and how have you arrived at that cost?
(Please include quotes where applicable)**

**How much money are you applying for
from the Small Grants Community
Fund?**

£

**What other funding has been identified?
(Please list all additional funding)**

£

Is there a shortfall? Y / N

Is Yes, how much? £

Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).

If there is a shortfall in funding the project, please tell us how this will be met:

SECTION D: SUPPORTING INFORMATION

For Small Grants of up to £500, applicants are required to submit:

- a. A written statement of how the grant is to be used (section B of this form);
- b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
- c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
- d. A written set of rules, constitution, or another governing document. These must be current and properly authorised;
- e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
- f. A copy of Public Liability Insurance if the grant is to be used as a public event.

SECTION E: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- the application is accompanied by all supporting documentation listed in Section D;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

Broadclyst Parish Council
Angie Hurren

office@broadclyst.org
clerk@broadclyst.org

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

Cheque date of issue and ref:

Follow-up report received and date of:

Additional notes:

Application for Broadclyst Parish Council Community Fund 2020 / 2021



Broadclyst Parish Council
GROWING OUR COMMUNITY

Large Grants Application Form

NB: this form is for grants over £501; for awards under this amount please use the Small Grants Form.

To avoid delays in processing your application, please take time to read the guidance notes before submitting your form and make sure to attach all additional information that we have requested.

Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred.

SECTION A: ABOUT YOUR ORGANISATION

Your contact details

Name of organisation:

Main contact name and address:

Main contact e-mail address:

Contact number (in case of any queries):

NB: personal data will be redacted before this form is published in any way.

Payment details

Grants are paid by BACS. Please give your club/group BACS details below (we cannot make payment into a personal or business account)

Sort code:

Account Number:

Bank:

Name as it appears on bank statement:

Please note: Council can only pay grants into group/club accounts and cannot make grant payments into individuals private accounts.

SECTION B: ABOUT YOUR PROJECT

What is your project? What are you applying for the funding for?

Why do you want to carry out this project, why is it wanted, how do you know it is needed, who will it benefit and what difference will it make?

**Proposed timing of
the project/
spending the money**

Start:

End:

SECTION C: FINANCE. Details of Costs and Funding Sources

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)

How much money are you applying for from the Large Grants Community Fund?

£

What other funding has been identified? (Please list all additional funding)

£

Is there a shortfall? Y / N

Is Yes, how much? £

Please give details of other sources of funding (including details of internal fund-raising and external grants). Also include details of any in-kind support (such as people giving their professional skills or time for free).

If there is a shortfall in funding the project, please tell us how this will be met:

SECTION D: MONITORING, EVALUATION, AND EFFECTIVENESS
Please supply details of how you will monitor progress of your project / activity and how you will evaluate its effectiveness

SECTION E: SUPPORTING INFORMATION

For Large Grants of over £501, applicants are required to submit:

- a. A written statement of how the grant is to be used (Section B of this application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (Section C included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;
- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

SECTION F: DECLARATION

By submitting this funding application, I confirm:

- that I am authorised by the group to apply for grant funding;
- that this application complies with Council's grant funding criteria;
- that the group agrees to provide a report after 6 months of any award being made as a condition of funding;
- that the group will include Broadclyst Parish Council in its publicity;
- the application is accompanied by all supporting documentation listed in Section D;
- that there is a plan in place for evaluating the project's effectiveness;
- that any unspent monies shall be returned to Council;
- should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.

Send this completed form with any accompanying documents (e.g. quotes) to:

**Broadclyst Parish Council
Angie Hurren**

**office@broadclyst.org
clerk@broadclyst.org**

01392 360269

You will receive an acknowledgement and be given an approximate date when you should hear if your application has been successful.

If you have any queries or require any help completing this form, please contact us in the first instance

Signed:

Print:

Date:

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Please use this space for anything else you would like to tell us in relation to your project or this application.

For Broadclyst Parish Council Use Only

Application assessed by Officers on (date):

Recommendation to Council:

Application Approved / Refused by Broadclyst Parish Council.

Amount of grant awarded:

Reason if different to amount applied for:

Date of Decision:

Signed on behalf of Broadclyst Parish Council:

Chairman:

Clerk:

Cheque date of issue and ref:

Follow-up report received and date of:

Additional notes:

Broadclyst Parish Council**Schedule of regular payments 2020/21**

Prior approval for 2020/21 in accordance with Financial Regulation 5.6

Payment	Service	Frequency
Exe Turf Care	Football pitches maintenance	Monthly
Plandscape	Open public space maintenance	Monthly
Ricketts	Storage rent	Monthly
Cornerstone Academy Trust	Hall hire	Monthly*
Exe Turf Care	Bowls green maintenance	Maximum of £500
Idverde	Visibility splay cutting	Quarterly
Stratton Creber	Office rent, service charge	Quarterly
YMCA Exeter	Youth Club provision	Quarterly

* this is for the main monthly meeting; extra meetings through the month are charged at £50 per meet

Review of Direct Debits

Annual review of regular Direct Debits from the Council's account.

Payee	Service	Frequency
ALD Automotive	Van lease	Monthly*
British Gas	Utilities Pavilions and toilets	Monthly (3 accounts)
BT Group	Landline and Broadband bundle	Monthly*
EMAP publishing	Sector magazine	Annually*
ICO	Information Commissioners Office	Annually*
National Trust	Allotment lease	6-monthly*
O2	Mobile phone (Office and Administrator	Monthly (2 accounts)
TV Licence	TV at Pavilions	Annually*

* rates correct as at 31.03.2020

Agreed and recommended for approval by Full Council at its meeting on 4th May 2020

Minute ref: F20/020

Signed:

Date:

Amount	
£	1,291.67
£	465.90
£	75.00
£	50.00
0 in budget	
£	2,100.00
£	2,393.40
£	2,500.00

ing

Amount	
£	450.42
c. £220	
£	115.19
£	281.00
£	35.00
£	720.00
c.£64	
£	154.50