

Issue date: 22nd January 2021
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Parish Clerk

To: Broadclyst Parish Council Finance Committee Members
For Information: Broadclyst Parish Councillors, District and County
Ward Members, Press and 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) in this meeting.

You are hereby summonsed to a Finance Committee meeting of Broadclyst Parish Council which will be held on Thursday 28th January 2021 virtually via Microsoft Teams at 19:30hrs via [Click here to join the meeting](#) (Ctrl+click to follow the link) for the purpose of transacting the following business:

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AGENDA

F21/001 RECORD OF VIRTUAL ATTENDANCE

Present: to record Members present and the method / platform by which they are attending

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.

F21/002 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. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

Standing Orders will be suspended:

F21/003 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

F21/004 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 19th and 26th November 2020

(NB these draft Minutes have been noted by Council, however they have not been approved as a correct record by the Committee);

F21/005 END OF THIRD QUARTER ACCOUNTS

- i. To receive and approve as correct the bank reconciliations and balance sheet for the third quarter (01.10.2020 to 31.12.2020);
- ii. To receive and resolve to accept the Income/Expenditure Financial Statement as at 31.12.2020;

F21/006 BUDGET MONITORING AND INTERNAL CONTROL

- i. To receive and resolve to accept Council's Budget Monitoring report to 31.12.2020
- ii. To agree any virements required
- iii. To note Council's VAT reclaim for the period 01.10.2020 to 31.12.2020 has been submitted to HMRC

F21/007 TRANSPARENCY CODE STATEMENT DECLARATION

To approve Councils Transparency Code statement.

F21/008 PAVILIONS CCTV

To receive for approval a quote for CCTV system at the Pavilions to replace the existing one and add additional camera(s) to cover a wider area and eliminate existing black spots. This will improve image quality and enable remote monitoring of the premises.

To note that due to lockdown and Covid restrictions it has not been possible to obtain comparative quotes.

F21/009 ACTION TRACKER

To note that all actions arising from the previous meetings have been completed.

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

F21/010 CLOSE OF MEETING

Dated this 22nd day of January 2021

Angie Hurren

Broadclyst Parish Council Clerk and Responsible Finance Officer

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during virtual meetings

Members of the public are welcome to virtually 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. You can join the meeting as a guest by clicking the "Join Microsoft Teams Meeting" link at the top of this agenda.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. Your microphone will be unmuted when it is your turn to speak, and you will then be able to speak on that matter only. You can use the chat function to indicate that you wish to ask a question.

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; 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.

Inclusivity

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

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 must 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.