

Issue date: 19th March 2021
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.



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 three 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 25th March 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

F21/011 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.

F21/012 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:

F21/013 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

F21/014 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 28th January 2021

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

F21/015 FINANCE

- i. **Payment Schedule:** To receive and resolve to approve the payment schedule for March 2021, noting and approving in advance (subject to RFO/Finance Chairman agreement) any 2020/21 invoices outstanding that may be received in the next week.
- ii. **Community grants:**
 - a. To receive and determine an application for a grant from Broadclyst Toddler group to fund the trial of a toddler group for Westclyst.
 - b. To receive and determine a start-up grant application for the creation of the Tithebarn Community Neighbourhood Watch scheme.

F21/016 RISK MANAGEMENT REGISTER ANNUAL REVIEW

To carry out an annual review of the Councils risk register, both financial and non-financial.

F21/017 RELATED PARTIES

- i. To carry out a review of Councillors and Senior Officers to ensure declarations of interest are up to date
- ii. To review procedures that are in place to identify related party transactions.

F21/018 FIXED ASSET REGISTER

To review and agree the Council's updated fixed asset register

F21/019 STATEMENT OF INTERNAL CONTROL

To produce the Council's Statement of Internal Control for 2020/21

F21/020 DELEGATION SCHEME

To carry out an annual review of the Council's scheme of delegation

F21/021 INTERNAL AUDIT

To receive the report from the Internal Auditor (if available)

F21/022 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.

F21/023 CONFIDENTIAL ITEMS

The Chairman to propose 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 three items for discussion contain matters of a sensitive nature and/or contractual detail.

F21/024 PREFERRED SUPPLIERS/CONTRACTORS

To receive and agree a summary of Council's preferred suppliers and contractors for 2021/22

F21/025 INVESTMENT

To consider and resolve further investment in accordance with Council's investment strategy.

F21/026 PLANNED WORKS

- i. To receive and approve a progress report on planned works expenditure as per agenda item 21/046
- ii. To agree a sum for Broadclyst football pitch maintenance
- iii. To resolve transfers from approved works that will not be completed by 31.03.2021 to EMR for completion in 2021/22.

F21/027 CLOSE OF MEETING

Dated this 19th day of March 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.