

Issue date: 22nd March 2022
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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 two 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 Monday 28th March 2022 in the Pavilions, Holly Close, Broadclyst for the purpose of transacting the following business:

Agenda Index

F22/08 RECORD OF ATTENDANCE AND APOLOGIES	2
F22/09 DISCLOSABLE PECUNIARY INTEREST	2
F22/010 PUBLIC QUESTIONS	2
F22/011 MINUTES	2
F22/012 FINANCE	2
F22/013 RISK MANAGEMENT REGISTER ANNUAL REVIEW	2
F22/014 RELATED PARTIES	3
F22/015 FIXED ASSET REGISTER.....	3
F22/016 STATEMENT OF INTERNAL CONTROL	3
F22/017 INTERNAL AUDIT.....	3
F22/018 ACTION TRACKER	3
F22/019 CONFIDENTIAL ITEMS	3
F22/020 PREFERRED SUPPLIERS/CONTRACTORS	3
F22/021 PLAY AREA REPAIRS	3
F22/022 CLOSE OF MEETING.....	3

AGENDA

F22/08 RECORD OF ATTENDANCE AND APOLOGIES

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.

F22/09 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:

F22/010 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

F22/011 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 28th January 2022

F22/012 FINANCE

- i. **February 2022 accounts:** to receive and resolve to approve the bank rec, balance sheet, and IE report for February 2022
- ii. **Payment Schedule:** To receive and resolve to approve the payment schedule for March 2022, noting and approving in advance (subject to RFO/Finance Chairman agreement) any 2021/22 invoices outstanding that may be received before 31.03.2022.
- iii. **Community grants:**
 - a. To receive and determine an application for a grant from 1st Broadclyst Brownies group to fund the trial of a toddler group for Westclyst.
 - b. To receive and determine an application for a Jubilee event

F22/013 RISK MANAGEMENT REGISTER ANNUAL REVIEW

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

F22/014 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.

F22/015 FIXED ASSET REGISTER

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

F22/016 STATEMENT OF INTERNAL CONTROL

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

F22/017 INTERNAL AUDIT

- i. To receive the report from the Internal Auditor
- ii. To confirm that there have been no loans or borrowings during the year.

F22/018 ACTION TRACKER

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

F22/019 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 items for discussion contain matters of a commercially sensitive nature and/or contractual detail.

F22/020 PREFERRED SUPPLIERS/CONTRACTORS

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

F22/021 PLAY AREA REPAIRS

To receive a quote for repairs to the play area.

F22/022 CLOSE OF MEETING

To close the meeting

Dated this 22nd day of March 2022

Angie Hurren

Broadclyst Parish Council Clerk and Responsible Finance Officer

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during 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.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda.

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 cannot 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.