

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING AGENDA

Agenda issue date: Thursday 20th March 2025

Meeting date: Thursday 27th March 2025

Meeting time: commences 19:00hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close

Public Notice: 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.

Summons: To Broadclyst Parish Council Finance Committee Members

Cllrs K Straw (Chairman), Gordon, Massey, Pepper, Rylance, Taylor, Whitmarsh.

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Committee Members are hereby summonsed to a Finance Committee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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AGENDA

F25/010 OPEN MEETING; RECORD OF ATTENDANCE AND 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.

F25/011 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.

F25/012 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.

F25/013 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 24th February 2025.

F25/014 BUDGET MONITORING AND INTERNAL CONTROL

- i. To receive the Council's accounts for January and February 2025 including:
 - a. Income/Expenditure Financial Statement as at 28.02.2025
 - b. Balance sheet as at 28.02.2025
 - c. Bank reconciliations to 28.02.2025.
- ii. To receive Council's Budget Monitoring report to 28.02.2025.
- iii. To agree any virements required

F25/015 PAYMENTS

- i. To receive payment schedules for March to date (27.02.2025 – will be tabled).
- ii. To receive and resolve to approve any outstanding or expected 2024/25 invoices that may be received before 31.03.2025.
- iii. To receive and approve a list of scheduled regular payments for 25/26, including direct debits.

F25/016 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.

F25/017 RISK MANAGEMENT REGISTER ANNUAL REVIEW

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

F25/018 PREFERRED SUPPLIERS / CONTRACTORS

To review and agree a summary of Council's preferred suppliers and contractors for 2025/26.

F25/019 BANKING

- i. To confirm Council's banking arrangements.
- ii. To confirm there have been no loans or borrowing during the year.

F25/020 INTERNAL AUDIT AND YEAR END

- i. To receive the Councils Internal Audit report for 2024/25 following the Internal Auditor's visit on 10th March 2025.
- ii. To note there are no matters for consideration in the Report. When considering the IA report, the Finance Committee will observe proper practices as set out in the JPAG Practitioners Guide 2024.
- iii. To agree any actions arising from the Internal Audit report.
- iv. To agree any year end creditors.
- v. To agree any year end debtors.
- vi. To agree any accruals.
- vii. To note any payments made in advance.
- viii. To agree movements to ear-marked reserves at 31.03.2025.
- ix. To receive a report and agree action(s) for any unpaid invoices (to be tabled).

F25/021 ASSET REGISTER

- i. To agree any disposals from the 31.03.2025 asset register
- ii. To agree any additions to the 31.03.2025 asset register
- iii. To confirm the de minimis amount for capital items (currently £250)
- iv. To agree Council's Asset Register as at 31.03.2025

F25/022 STATEMENT ON INTERNAL CONTROL

To resolve to produce and agree the Council's Statement of Internal Control for 2024/25.

F25/023 ACTION TRACKER

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

F25/024 CLOSE OF MEETING

To close the meeting

Dated this 20th March 2025

Signed:

Angie Hurren

Mrs A 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 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 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 permitted 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.