

**Record of Attendance:****Chairman:** Cllr Jackson**Members:** Cllrs Bromley, Pepper, Waldron,**Also present:** Cllrs Chamberlain, Lock (non-committee Members)**in attendance:** Clerk, Deputy Clerk**MOP:** 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 3 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public)

There was a Finance Committee Meeting on **Thursday 15th November 2018** at **19:30hrs** in the **Green Room, Victory Hall, Broadclyst, EX5 3EE** for the purpose of transacting the following business:

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MINUTES (Draft)

F18/32 APOLOGIES

The Committee resolved to accept apologies from Cllrs Baker, Massey, and Staddon (work commitments).

F18/33 DISCLOSABLE PECUNIARY INTEREST

There were no new personal or DPI's disclosed.

Standing Orders were suspended:

F18/34 PUBLIC QUESTIONS

There were no members of public present.

The meeting reconvened under Standing Orders

F18/35 END OF SECOND QUARTER ACCOUNTS

- i. The committee received the bank reconciliations and balance sheet for the second quarter (01.07.2018-30.09.2018)
- ii. The committee received the Income/Expenditure Financial Statement as at 30.09.2018

RESOLUTION: It was proposed by Cllr Pepper that the bank reconciliations, balance statement and IE be approved. This was seconded by Cllr Bromley and unanimously agreed.

F18/36 BUDGET MONITORING AND INTERNAL CONTROL

- i. The committee received Council's Budget Monitoring report to 30.09.2018
- ii. The following budget virements were recommended by the RFO:

Description	Spend to 30.09.2018	18/19 budget	Variance (£)	%	Reason(s)	Recommendation(s)
HMRC/Pension	26,471	49,000	22,529	54%	Increase to contribution rate. Resolution at 30.06.2018 was to continue to monitor - vire from staffing budget at 30.09.2018 if overspend % increases	Vire £4,000 from 4000 (110)
Insurance	3,410	3,000	-410	114%	Van insurance premium increase	Vire £410 from 4326 and increase allocation in 19/20 budget
Pavilions (running maint)	283	0	-283		Maintenance spend now split out to be pavilions-specific	Vire £1000 from 4440 (general maint) for pavilions-specific spend
Service costs	1,283	750	-533	171%	Unforeseen works to non-compliant mcb electric boards, replaced with RCBOs	Vire £600 from 4440 (general maint) for this work
Landline at Pavilions	0	600	600	0%	Billing now combined with office landline	Re-allocate budget to cost centre 110
Play area inspection	766	615	-151	125%	Upload credits purchased	Vire £200 from 4440 (200)

The following spend from EM reserves was recommended by the RFO:

Footpaths: spend £1,000 to fund additional clearance works to FP 12 in response to parishioners concerns

Defibrillators project: spend £2,500 as funding amassed in 16/17 and 17/18, then project delivered in 18/19

RESOLUTION: It was proposed by Cllr Waldron that the virements and spends from EMR listed above be approved. This was seconded by Cllr Bromley and unanimously agreed.

- iii. The committee noted that Council's VAT reclaim for the period 01.07.2018 to 30.09.2018 for £6,357.97 has been submitted to HMRC

F18/37 YOUTH CLUB ANNUAL REVIEW

The committee received the Youth Club's annual report and budget recommendation for 2019/20.

RESOLUTION: It was proposed by Cllr Pepper that an allocation of £12,500 is made in the 2019/20 budget to continue the current level of youth work in the parish. This was seconded by Cllr Bromley and unanimously agreed.

F18/38 CONFIDENTIAL ITEMS

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next three items for discussion contain matters of a sensitive nature and/or contractual detail. All Members present agreed.

F18/39 STAFFING COMMITTEE REPORT

The committee received a report from the Staffing Committee following annual staff appraisals and consideration of the Council's staffing requirements with the following resolutions (Minute ref: S18/16):

- i. To make recommendation to the Finance Committee of £189,000 in respect of all posts for 2019/20
- ii. To make recommendation to the Finance Committee £55,000 in respect of LGPS Pension (£28,000) and employer HMRC contributions (£27,000) for 2019/20
- iii. To make recommendation to the Finance Committee for £5,500 in respect of staff training and CPD for 2019/20
- iv. To make recommendation for staff contingency of £8,000 for 2019/20
- v. To make recommendation for Payroll costs of £500 for 2019/20

RESOLUTION: It was proposed by Cllr Bromley that the above allocations be made in the 2019/20 budget for Council's staffing commitments. This was seconded by Cllr Pepper and unanimously agreed.

F18/40 BUS SHELTERS

The Committee receives two quotes for six bus shelters in response to demand by members of public. It was noted that the third company which had been invited to submit a quote had gone into liquidation, therefore it remains for a third quote to be obtained.

RESOLUTION: The two quotes were of such a similarity as to inform the budget allocation for 2019/20, and so it was proposed by Cllr Waldron that an allocation of £10,000 be made in the 2019/20 budget to provide six bus shelters in the parish. This was seconded by Cllr Bromley and unanimously agreed.

F18/41 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: It was proposed by Cllr Bromley that Council's preferred suppliers and contractors list remain unchanged for 2019/20. This was seconded by Cllr Waldron and unanimously agreed.

As business of a confidential nature was concluded, the Chairman declared that the meeting moves back into Part A. Press and public were able to re-join the meeting.

F18/42 BUDGET FOR 2019/20

The Committee received the draft budget and budget report from the Clerk/RFO and considered recommended allocations contained within.

RESOLUTION: It was proposed by Cllr Pepper that the Finance Committee recommends that the Council sets its 2019/20 budget at £422,170 and precept demand for 2019/20 at £407,700. This recommendation be made to Full Council at its next meeting on 3rd December 2018.

This proposal was seconded by Cllr Bromley and unanimously agreed.

F18/43 CLOSE OF MEETING

The Chairman thanked the Finance Committee for its meticulous hard work. The meeting closed at 21:00hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS AVAILABLE IN LARGE PRINT