

Record of Attendance:

Chairman: Cllr Jackson

Members: Cllrs Bromley, Pepper, Waldron, Massey

In attendance: Clerk, Deputy Clerk

MOP: No members of public



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

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 is 1 matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month)

There was a Finance Committee Meeting on **Thursday 31st January 2019** at **19:30hrs** in the **Sports Pavilions, Broadclyst, EX5 3JB** for the purpose of transacting the following business:

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MINUTES

F19/01 APOLOGIES

The Committee resolved to accept apologies from Cllrs Chamberlain (Family)

F19/02 DISCLOSABLE PECUNIARY INTEREST

There were no new personal or DPI's disclosed.

Standing Orders were suspended:

F19/03 PUBLIC QUESTIONS

There were no members of public present.

The meeting will reconvene under Standing Orders

F19/04 END OF THIRD QUARTER ACCOUNTS

- i. The committee received the bank reconciliations and balance sheet for the third quarter (01.10.2018 to 31.12.2018)
- ii. The committee received the Income/Expenditure Financial Statement as at 31.12.2018
- iii. The committee noted the Council's Statement of Reserves as at 31.12.2018
- iv. The committee received the Local Authorities' Property Fund report for December 2018
- v. The committee received a report of outstanding invoices as at 31.12.2018

RESOLUTION: It was proposed by Cllr Pepper that the bank reconciliations, balance statement and IE, the Local Authorities' Property Fund report and outstanding balances report be approved. This was seconded by Cllr Waldron and unanimously agreed. Outstanding invoices at year end will be recorded in the Council's accounts as debtors.

19/05 BUDGET MONITORING AND INTERNAL CONTROL

- i. The committee received the Council's Budget Monitoring report to 31.12.2018
- ii. The committee noted the virements that had been made after end of the second quarter.
- iii. The following budget virements were recommended by the RFO:

Description	Spend to 31.12.2018	18/19 budget	Variance (£)	%	Anticipated spend at 31.03.2019	Recommended Virements (£)	Virement to/from: (Code)	Available funds after virement	Reason(s)
HMRC/Pension	41,392	53,000	11,608	78%	565	4,000	4000(110)	57,000	Increase to contribution rate. Anticipated remaining expenditure c.15,400
Finance Software and support	1,479	1,000	-479	148%	1,479	500	4110(110)	1,500	New allocation for 18/19; additional software (off-site back-up and sales ledger) purchased
Office rent	5,459	7,000	1,541	78%	7,279	500	4000(110)	7,500	Higher rent & service charge for larger office; anticipate c.£300 deficit at year end.
Office moving costs	1,105	0	-1,105		1,105	1,105	4000(110)	1,105	Unforeseen expenditure for 18/19; final figure is 1,105.
Office running costs	3,457	2,200	-1,257	157%	4,000	1,800	4000(110)	4,000	Underbudgeted cost

Description	Spend to 31.12.2018	18/19 budget	Variance (£)	%	Anticipated spend at 31.03.2019	Recommended Virements (£)	Virement to/from: (Code)	Available funds after virement	Reason(s)
CPD Training	4,730	4,000	-730	118%	5,438	2,000	4000(110)	6,000	Additional staff training needs; Deputy Clerk CILCA £408 due last quarter + travel
Broadsheet	3,636	4,500	864	81%	4,848	400	4230(150)	4,900	Increased print run to supply strategic sites plus distribution costs
Dog waste bins	3,864	3,500	-364	110%	3,864	364	4320(160)	3,864	Purchase, install and service additional bin at Old Park Farm II
Toilets maintenance	1,180	1,000	-180	118%	1,180	500	4326(160)	1,500	Unforeseen works to non-compliant mcb electric boards, replaced with RCBOs
Football pitch	1,905	1,500	-405	127%	2,200	800	4000(190)	2,300	Additional works in wet weather and purchase of blue line marking paint
Public Open Space grass cutting	3,126	4,000	874	78%	4,168	300	4000(190)	4,300	Additional work in wet weather

RESOLUTION: It was proposed by Cllr Pepper to accept the budget monitoring report and the virement report and note the virements from end of second quarter and the Councils VAT reclaim. It was further proposed by Cllr Massey that the Committee agree the recommended end of third quarter virements, with the spend for Westclyst Sports pitch being decided at year end once the total figure was known. This was seconded by Cllr Waldron and unanimously agreed.

- iv. The committee noted Council's VAT reclaim for the period 01.10.2018 to 31.12.2018 for £3,080.76 has been submitted to HMRC-

F19/06 INTERNAL AUDIT

- i. The committee received the first of two Internal Audit reports for 2018/19 and management response.
- ii. The council considered and resolved the recommendations contained within, namely:
 - a. That the Council's Financial regulations be amended to remove the requirement for an official order for every purchase and to recognise the use of Preferred Suppliers for routine service and supplies, negating the requirement for three quotes for ordinary purchases
 - b. That the low risk of having one log-in to the accounts system be recorded in the Council's Risk Assessment
 - c. that the Council adopts an Investment Strategy as good practice and that the Risk Register includes risk analysis associated with investments.

RESOLUTION: It was proposed by Cllr Massey to resolve the above recommendations brought forward from the Audit report. This was seconded by Cllr Waldron and unanimously agreed.

F19/07 RISK MANAGEMENT

The committee received and reviewed/updated the Council's Risk Management to reflect recommendations made in the Internal Audit report.

RESOLUTION: It was proposed by Cllr Pepper and seconded by Cllr Waldron to accept the amendments to the Councils Risk Management. Unanimously agreed.

F19/08 INVESTMENT STRATEGY

Adoption of the Council's Investment Strategy was deferred to full Council on the 4th March 2019.

F19/09 FINANCIAL REGULATIONS

The committee received the Council's Financial Regulations and reviewed/updated to reflect recommendations made in the Internal Audit report.

RESOLUTION: It was proposed by Cllr Pepper and seconded by Cllr Waldron to accept the recommended amendments to the Council's Financial Regulations. Unanimously agreed.

F19/10 ASSET REGISTER

The committee reviewed and updated the Council's Asset Register.

RESOLUTION: It was proposed by Cllr Massey and seconded by Cllr Bromley that the updated Asset Register accurately reflected the Council's current assets. Unanimously agreed.

F19/11 STATEMENT OF INTERNAL CONTROL

The committee produced the Council's Statement of Internal Control for 2018/19.

RESOLUTION: It was proposed by Cllr Pepper to recommend the Council's Statement on Internal Control for 2018/19 to Council at its meeting on the 4th March 2019. Seconded by Cllr Massey. Unanimously agreed.

F19/12 SEGREGATION OF DUTIES

The committee received and resolved to adopt the Council's Segregation of Duties charts, with the inclusion of a second control for office goods-in.

RESOLUTION: It was proposed by Cllr Massey and seconded by Cllr Pepper to adopt the Council's Segregation of Duties charts. Unanimously agreed.

F19/13 CONFIDENTIAL ITEMS – PART B

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

STAFFING

F19/13 STAFFING REPORT

The Committee received a report which clarified changes to the NJC pay scale structure and new pay scales for 2019/20, which will be implemented from 1 April 2019. Deferred to Staffing as no financial implications.

F19/14 CLOSE OF MEETING

The Chairman thanked the Finance Committee for its meticulous hard work. The meeting closed at 20:30hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS AVAILABLE IN LARGE PRINT