

Present:**Broadclyst Parish Council Finance Committee Members Cllrs****Massey, Pepper, Staddon, K Straw,****In attendance: Clerk, Deputy Clerk****MOP: 4**Broadclyst Parish Council
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www.broadclyst.org**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 two matters 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 **Tuesday 17th December 2019** at **19:30hrs** in the **Broadclyst Sports Pavilions, Holly Close, Broadclyst, EX5 3JB** for the purpose of transacting the following business:

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MINUTES (Draft)

Cllr Jackson, Chair of Finance Committee, was not able to be present this evening. The Committee elected Cllr Massey to Chair this meeting, with all in favour and one abstention.

F19/26 APOLOGIES

The Committee agreed to accept apologies from Cllr Jackson.

F19/27 DISCLOSABLE PECUNIARY INTEREST

The Committee were reminded to sign the Interests book.

Standing Orders were suspended:

F19/28 PUBLIC QUESTIONS

The Chairman invited public questions on items on this Agenda - adjournment for 15 minutes if required

There was a request for an additional £500 for the Junior Football Club.

There was a request for the public questions to be moved later in the agenda (the Chairman noted that he could suspend standing orders

Question as to why the Council was supporting the Bowls Green in a time of austerity.

The meeting will reconvene under Standing Orders

F19/29 END OF SECOND QUARTER ACCOUNTS

- i. The Committee noted that the bank reconciliations and balance sheet for the second quarter (01.07.2019-30.09.2019) were approved by Full Council on 2nd December 2019
- ii. The Committee noted that the Income/Expenditure Financial Statement as at 30.09.2019 was agreed by Full Council on 02.12.2019

F19/30 BUDGET MONITORING AND INTERNAL CONTROL

- i. The Committee received Council's Budget Monitoring report to 30.09.2019
- ii. The report recommended the following virements:
 - a. £13,000 from 4000 (110) to 4020 (110) in relation to employers/employees HMRC/Pension contributions
 - b. £500 from 4171 (130) to 4175(130) for office running costs

The Committee agreed the virements. Spend from EMR (Youth worker, Youth football, Neighbourhood Planning) and budget lines for monitoring were also recorded in the report.

- iii. It was noted Council's VAT reclaim for the period 01.07.2019 to 30.09.2019 for £3,836.37 has been submitted to HMRC

F19/31 YOUTH CLUB ANNUAL REVIEW

The Committee received a verbal report from the Clerk after the annual Youth Club review meeting that had taken place that morning. It was anticipated that the SLA for 2020/21 would be c.£10,000 with a 2.5% allowance for inflation.

F19/32 CONFIDENTIAL ITEMS

The Chairman proposed that the following items for discussion be deferred until later in the meeting and that the focus be on the budget. The Committee agreed.

F19/33 STAFFING COMMITTEE REPORT

To receive a report from the Staffing Committee following annual staff appraisals and consideration of the Council's staffing requirements. Deferred as Staffing Committee hadn't met before this meeting.

F19/34 PREFERRED SUPPLIERS/CONTRACTORS

To receive and agree 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. Deferred.

F19/35 BUDGET FOR 2020/21

The Committee received the draft budget and budget notes from the RFO and considered all areas of income and expenditure on a line-by-line basis.

Budgeted income was agreed at £17,387.40.

Expenditure was scrutinised, with the following further work required noted:

- i. To obtain quotes/samples for printing the Broadsheet on recycled paper;
- ii. To obtain estimate for the cost of automatic locking/unlocking toilet external doors;
- iii. To obtain costings for larger meeting premises for Council meetings;
- iv. To confirm the break clause in the lease for the parish office;
- v. Compound: to advertise the two parking spaces outside the compound for rent; to obtain price for reconnection of electricity supply to the building;
- vi. To prepare a report with costings on using a DLO (Direct Labour Organisation) for parish maintenance (delegated to Cllr K Straw);
- vii. To consider how Council's ongoing support for its community organisations/clubs and community grants 'pot' is allocated;

Deferred to Full Council:

- viii. To refer decisions around the future of the Bowls Green to Full Council.

Budget-setting will continue in the New Year. It was noted that the deadline for Precept-submission to EDDC is Wednesday 22nd January 2020.

F19/36 CLOSE OF MEETING

The meeting closed at 22:40hrs, with no further business considered.

Signed:

Print:

Dated:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT