

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MINUTES (Draft)

Meeting date: Monday 5th December 2022

Meeting time: commences 19:00hrs

Meeting venue: Pavilions, Holly Close, Broadclyst EX5 3JB

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 no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

There was a Finance Committee meeting of Broadclyst Parish Council the for the purpose of transacting the following business:

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MINUTES (Draft)

F22/044 RECORD OF ATTENDANCE AND APOLOGIES

Broadclyst Parish Council Finance Committee Members:

Cllrs K Straw (Chairman), Massey, Pepper, Taylor, and Rhodes were present; the committee resolved to accept apologies from Cllrs Jackson (work commitments)

F22/045 DISCLOSABLE PECUNIARY INTEREST

Cllr Rhodes noted that the food bank is based at his farm.

Standing Orders were suspended:

F22/046 PUBLIC QUESTIONS

There were no members of public in attendance.

The meeting reconvened under Standing Orders

F22/047 MINUTES

The Committee received for approval draft Minutes from the Finance and Governance Committee meeting on 16th June 2022. It was Proposed by Cllr Taylor and Seconded by Cllr Pepper that the draft Minutes be accepted as a true record of the meeting. It was Resolved.

Action	By whom	Status
Research additional banking options	Clerk	Not completed
Write to staffing committee to request meeting for staff salary allocations	Clerk	Completed
Research best practice for processing and checking e-invoices	Clerk	Waiting for a response from the Auditors
Review Financial Regulations and delegations for capital spend (not revenue spend)	Cllr K Straw	Put the word Capital next to Revenue in the next update of Financial Regulations by Council.
Recommend to council that the youth provision tender be delegated to Clerk, with Cllr K Straw to assist with scoring and evaluating tenders	Cllr K Straw as Chair of the Council's Finance Committee (via draft Minutes)	Suspended over the Summer due to time, will carry out after Budget setting. To include money for Westclyst.

F22/048 BUDGET FOR 2023/24

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

It was proposed by Cllr Pepper and Seconded by Cllr Massey with all in favour, to present to Full Council on Monday 16th January 2023, to recommend the budget and precept demand for 2023/24.

It was proposed by Cllr Pepper and Seconded by Cllr Massey to return 35% of excess reserves in line with the Councils reserves policy. All in Favour and this was resolved.

F22/049 ACTION TRACKER

The following actions arising from this Committee meeting and to whom they have been allocated are recorded:

Action	By whom	Status
To confirm the Tax base	Clerk	
Find out if CIL money can be spent on a salary for a project manager.	Clerk	

F22/050 CLOSE OF MEETING

The meeting closed at 19:55hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT