

## BROADCLYST PARISH COUNCIL

### FINANCE COMMITTEE MEETING MINUTES

**Agenda issue date: Tuesday 18<sup>th</sup> February 2025**

**Meeting date: Monday 24<sup>th</sup> February 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), Massey, Pepper, Rylance, Taylor, Whitmarsh.

Invite to Cllrs Gordon, Veliyeth.

**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:

#### INDEX

|                                                                       |          |
|-----------------------------------------------------------------------|----------|
| <b>F25/001 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES .....</b> | <b>2</b> |
| <b>F25/002 DISCLOSABLE PECUNIARY INTEREST .....</b>                   | <b>2</b> |
| <b>F25/003 PUBLIC QUESTIONS.....</b>                                  | <b>2</b> |
| <b>F25/004 MINUTES.....</b>                                           | <b>2</b> |
| <b>F25/005 BUDGET MONITORING AND INTERNAL CONTROL.....</b>            | <b>2</b> |
| <b>F25/006 COMMUNITY GRANTS.....</b>                                  | <b>2</b> |
| <b>F25/007 INTERNAL AUDIT .....</b>                                   | <b>3</b> |
| <b>F25/008 ACTION TRACKER.....</b>                                    | <b>3</b> |
| <b>F25/009 CLOSE OF MEETING .....</b>                                 | <b>3</b> |

## **MINUTES (Draft until approved)**

### **F25/001 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES**

Present: Cllr K Straw (Chair), Massey, Rylance.

Apologies: Cllrs Pepper, Taylor, Whitmarsh.

In attendance: Clerk/RFO

Members of Public: 1

### **F25/002 DISCLOSABLE PECUNIARY INTEREST**

There were no new DPs or interests declared.

### **F25/003 PUBLIC QUESTIONS**

There were no public questions.

### **F25/004 MINUTES**

It was proposed by Cllr Massey that the committee approves draft Minutes from the Finance and Governance Committee meeting on 14<sup>th</sup> November 2024. This was seconded by Cllr K Straw and unanimously agreed. **RESOLVED.**

### **F25/005 BUDGET MONITORING AND INTERNAL CONTROL**

End of Q3 2024/25 Accounts

- i. The committee received the bank reconciliations and balance sheet for the third quarter (01.10.2024-31.12.2024). Proposed Cllr Massey, seconded Cllr Rylance to approve. Unanimously agreed, **RESOLVED.**
- ii. The committee received the Income/Expenditure Financial Statement as at 31.12.2024. Proposed Cllr Massey, seconded Cllr Rylance to approve. Unanimously agreed, **RESOLVED.**
- iii. The committee received Council's Budget Monitoring report to 31.12.2024 Proposed Cllr Rylance, seconded Cllr Massey to approve. Unanimously agreed, **RESOLVED.**
- iv. There are no virements suggested at end of Q3.
- v. It was noted that the Council's VAT reclaim to 31.12.2024 for £5,591.16 has been submitted to HMRC

### **F25/006 COMMUNITY GRANTS**

- i. To receive a community grant spend report from the Broadclyst Football Club. The Committee noted and accepted the grant spend report for 22/23.

With regard reporting on the 23/24 grant, it seemed that funds have not been spent in accordance with the purpose for which it was given. The committee requested a report for the hardship fund, numbers of persons supported.

It was acknowledged that asking for the grant award back could impact affordability for junior members of the Club. It was proposed by Cllr K Straw to accept the report on the condition that over next 12 months the club must spend £1,790 by 28.02.2026 on the uses they said they would use it for. Failure to do this will result in the funds being requested back. Future funding costs will be paid direct to providers where possible. This was seconded by Cllr Massey, unanimously agreed and **RESOLVED.**

- ii. The Committee undertook a routine review of the Community Grant Policy. There were no significant changes.

**F25/007 INTERNAL AUDIT**

It was noted that the date of the first part of the Internal Audit has been set for Monday 10<sup>th</sup> March.

**F25/008 ACTION TRACKER**

The actions arising from this Committee meeting are recorded in the Minutes. There are no additional actions.

**F25/009 CLOSE OF MEETING**

The meeting closed at 19:40hrs.

Dated this 18<sup>th</sup> February 2025

Signed:

Print:

Date:

**ALL DOCUMENTS AVAILABLE IN LARGE PRINT**