

BROADCLYST PARISH COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

Agenda issue date: Tuesday 14th October 2025

Meeting date: Monday 20th October 2025

Meeting time: commences 19:30hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close

Public Notice: 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) in this meeting.

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

Minutes (Approved)

F25/039 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

The meeting opened at 19:35hrs.

Present: Chair Cllr K Straw, Members Cllr Massey and Pepper.

Apologies: Cllrs Taylor, Veliyeth.

In attendance: Clerk

Members of public: 0

F25/040 DISCLOSABLE PECUNIARY INTEREST

There were no DPs declared.

F25/041 PUBLIC QUESTIONS

There were no public questions.

F25/042 MINUTES

The Committee received for approval draft Minutes from the Finance and Governance Committee meeting on 15th July 2025.

Proposal: It was proposed by Cllr Pepper that the Committee agree the draft Minutes as a correct record of the meeting. This was seconded Cllr Massey and agreed unanimously.

RESOLVED.

F25/043 BUDGET MONITORING AND INTERNAL CONTROL

The Q2 2025/26 Accounts were presented to the committee:

- i. The Committee received the bank reconciliations and balance sheet for the second quarter (01.04.2025-30.06.2025), noting 2p difference due to an invoice and card transaction amount differing by 2p.
- ii. The Committee received the Income/Expenditure Financial Statement as at 30.09.2025

- iii. The Council received the Council's Budget Monitoring report to 30.09.2025. Noted that the council is using the pavilions more for committee meetings, so this will be reflected in the income pavilions in the 26/27 budget. All other monitoring and budget recommendations were agreed.

Proposal: It was proposed by Cllr Massey that the committee accepts the Q2 accounts and recommends that full council ratifies the accounts as a correct representation of the council's financial position as at 30.09.2025. This was seconded by Cllr Pepper, unanimously agreed. **RESOLVED.**

- iv. There were no recommended virements to agree.
- v. The committee noted that the Council's VAT reclaim to 30.09.2025 has been submitted to HMRC.

F25/044 COMMUNITY GRANTS

The Committee received and considered for approval a large grant application from the Community Farm for £1,800. The money will be used on a new cover for a polytunnel, heated beds and irrigation equipment.

Proposal: It was proposed by Cllr Pepper to agree the grant application. This was seconded by Cllr Massey and unanimously agreed. **RESOLVED.**

F25/045 BUDGET 2026/27 TIMELINE AND PREPARATION

- i. The committee noted that council is in a SLA with the YMCA for youth work, has an annual contract for highways grass cutting with idverde. There were no other contracts / SLAs to review for 2026/27.
- ii. The committee set a deadline for receipt of requests from Committees for 26/27 projects of Monday 10th November.
- iii. The committee agreed budget setting meetings for 10th November and 24th November to inform Budget and Precept setting discussions by full council on 1st December 2025.

F25/046 ACTION TRACKER

- i. Update on previous actions:
 - a. Cllr K Straw – re-write BYOD policy. **COMPLETE**
 - b. Clerk – journal in accounts to move youth SLA expenditure into correct youth expenditure code. **COMPLETE**
- ii. New actions arising from this Committee meeting and to whom they have been allocated:
 - a. Clerk: add Community Asset Transfer from EDDC (including the village car park) to the Finance agenda for 10th November 2025, with a budget recommendation of £70,000
 - b. Clerk: to ask Committee Chairmen for budget indications for 2026/27 by 10th November 2025
 - c. Clerk: to add consideration of the creation of a Community Engagement Officer post for two years, funded by NCIL, to the Finance agenda for 10th November 2025
 - d. Clerk: to provide committee budgets (including any projects from the School Traffic Working Group) to the Committee in its 24th November meeting.

F25/047 CONFIDENTIAL ITEMS

It was proposed by the chairman that the committee resolves that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions

to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item. Reason: commercially sensitive.

This was agreed. **RESOLVED.**

F25/048 GRASS CUTTING 2026/27

- i. The committee received a quote for highways visibility splay cutting for 2026/27.
- ii. The committee considered whether to accept the quote or go out to tender. The traffic management competency of idverde was noted, and was felt to be a determining factor to renew the contract rather than go out to tender.

Proposal: It was proposed by Cllr Massey to accept the quote from idverde for grass cutting at £9,450 for seven cuts and all traffic management. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

This is a £450 increase on 25/26; it was noted that the quote has not increased over the last three years.

F25/049 NOTICEBOARDS

Following Council's instruction to obtain quotes for a second noticeboard at Tithebarn (Min Ref 25/131H) one quote has been obtained from the council's most recent noticeboard supplier. The supplier offered a small discount for the purchase of two noticeboards.

- i. The committee considered whether to either accept the quote and add the supplier to the approved suppliers list (on the basis that a procurement exercise was run in 2023 for best value), or:
- ii. To seek two further quotes for comparison.

Proposal: It was proposed by Cllr Massey to buy 2 noticeboards from 'Noticeboards Online' and to add the company to the Council's Preferred Supplier list. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

F25/050 CLOSE OF MEETING

The meeting closed at 20:10hrs.

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT