



19, New Buildings

Broadclyst

Exeter

EX5 3EX

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Present: Cllr Jackson (Chairman)
Members: Cllrs Bromley, Gent, Pepper,
Press and Public: 0
In attendance: Angie Hurren, Clerk/RFO

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 4 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month: F17/20-23

Broadclyst Parish Council's Finance Committee Meeting met on **Monday 22nd May 2017** at **19:30hrs** in the **Green Room, Victory Hall, Broadclyst** and the following business was transacted:

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Minutes (Draft)

F17/11 APOLOGIES

The committee resolved to accept apologies from Cllr Wollacott, who arranged for Cllr Gent to attend in his place¹. Apologies were not received from Cllr Baker, Massey, or Staddon.

¹ In accordance with Council's Standing Orders 4; d, v.

F17/12 DISCLOSABLE PECUNIARY INTEREST

There were no interests declared at the meeting.

Standing Orders were suspended:

F17/13 PUBLIC QUESTIONS

There were no Public questions on items on this Agenda

The meeting reconvened under Standing Orders

F17/14 AUDIT AND GOVERNANCE

- i. As the meeting had been brought forward from its original date of 25th May, the unaudited end of year accounts were not available. Year-end close-down is taking place on Tuesday 23rd May and so year-end accounts will be presented to Council at its meeting on 5th June 2017.
- ii. The Internal Auditors report for 2016/17 was received. The following actions came forward from the Internal Audit:
Banking Action: the Clerk has administrative access to Council's bank accounts only, however when setting up payments she is shown on the bank's recording system as "1st authorisation". Clerk to contact Lloyds Bank to discuss changing authorisation procedure so that her administrative-only authority is fully observed and all payments to be approved by two Councillors who are signatories.
Reserves Action: a) Review level of general reserve to ensure sufficient funding is available to continue operations in an emergency situation for 3 months. b) Council to vire within budget as necessary rather than at year end.
Staffing Action: Staffing committee to ensure that all resolved issues are put in place
- iii. The following matters arising from the internal audit which was carried out on 6th April 2017 were noted for recommendation to Council.
RECOMMENDATION of the Committee:
Banking Action: Clerk and Chairman to contact Lloyds Bank – time scale 3 months
Reserves: it was noted that whilst Council was aware that its reserves had not kept pace with its operational growth it had previously been reluctant to precept to raise its level of reserves due to the impact on the public purse. However, now the matter has been identified in an audit the Council is obliged to address its level of reserves as a matter of priority over a short time frame. Cllr Gent and Pepper suggested that an allocation for an additional c.£20,000 for general reserves be incorporated into the 2018/19 budget, with a robust forward plan to add additional sums thereafter to keep pace with the Council's operation as it expands in this period of unprecedented growth.
Virement: to report percentage of budgetary spend to Council at regular intervals to enable virement
Staffing: for the Staffing Committee to meet to action resolutions made in Staffing Committee meetings in January 2017.
RESOLUTION: It was proposed by Cllr Gent that the above recommendations to be made to Full Council on 5th June 2017. This was seconded by Cllr Bromley, with all Members in agreement.

- iv. The Assertions in Section 1 of the Annual Return, the Annual Governance Statement for 2016/17, were read out by the Finance Chairman.

RESOLUTION: It was proposed by Cllr Gent that “yes” answers should be given to all assertions; this was seconded by Cllr Pepper, with all in agreement.

- v. The consideration of the Accounting Statements for 2016/17 was deferred to 5th June 2017

F17/15 BUSINESS RATES

A report was received on the Council's business rates. The Committee noted that budgetary implications for the Council's rates commitments for the 2018/19 budget stands at £6,000. This is due to loss of small business rates on the public toilets since leasing office space. NALC is pressurising government for public toilets maintained by local councils to be exempted from business rates, but at this time it is under consideration and not law, so for budgeting purposes the full amount will need to be allocated.

F17/16 COMMUNITY GRANTS POLICY AND FORMS

The Council's Community Grant making policy and process was reviewed, and the grant application forms/guidance notes were updated. It was noted that the grant fund was a valuable source of support for local community/voluntary/not-for-profit groups for capital projects and revenue costs.

F17/17 BROADCLYST FUN DAY

A report on the forthcoming Fun Day was received, recording expenditure on 2 commercial gazebos and sponsorship of the dog show.

F17/18 PARISH TOGETHER GRANT

RESOLUTION: It was proposed by Cllr Pepper to accept the Parish Together grant award of £2,892.82 in conjunction with the parishes of Clyst Honiton, Cranbrook, Poltimore and Rockbeare towards a community helipad at Broadclyst Recreation ground.

It was noted funds must be spent by 30 March 2018.

Chairman and Clerk signed the award offer letter which is to be returned to EDDC within a 2 month period of the offer (made 6th April 2017).

F17/19 CONFIDENTIAL ITEMS

The Chairman resolved that the public (including the press) be excluded from the meeting for the next 4 agenda items (17/20 to 17/25) as sensitive employment and contractual information is likely to be disclosed (Part B)

F17/20 PENSION CONTRIBUTIONS 2016/17

RESOLUTION: A summary detailing pension contributions (£12,553.08), PAYE (£8,801.40) and NI (£9,115.90) contributions made by employee and employer in 2016/17 was considered. It was proposed by Cllr Pepper that the statements be agreed as a correct record of payments made. All Members unanimous in their agreement.

F17/21 INTERNAL AUDIT

A quote and schedule for the Council's 2017/18 Internal Audit was received, including a fixed price for a 3-year contract. It was noted that options for internal auditors was limited due to the

differences in accounting and practices and therefore three quotes are not required².

RESOLUTION: It was proposed by Cllr Bromley to accept the quote, enter into a 3-year contract, and to appoint Griffins of Honiton as the Council’s Internal Auditors for 2017/18, 18/19, and 19/20 at the fixed fee of £1,000+VAT per annum. All Members in agreement and so it was resolved.

F17/22 NEW COUNCIL WEBSITE

RESOLUTION: Cllr Gent proposed to approve the quote from Council’s preferred supplier for a new Council website, to include provision, build, work to transfer current content from old to new, and training/ongoing support.
This was seconded Cllr Bromley and unanimously agreed.

F17/23 LEGAL SUPPORT AND EMPLOYMENT HANDBOOK UPDATE

- i. A quote was received from a sector-specific employment solicitor for the revision and update of Council’s employment handbook
- ii. A quote was received from a sector-experienced solicitor in relation to a fixed fee Council legal advice service

It was noted that this work is specialist and procured from a sector-experienced solicitor; Council’s financial regulations 11.1.i exempts such specialist work from requiring three quotes.

RESOLUTION: Cllr Pepper proposed that the quotes be accepted, that Tozers be engaged to offer Legal Support at the annual fee of £1,500, and that Tozers be instructed to carry out a revision and update of Council’s employment handbook for £650, (quote reduced by £100 if both services were purchased). This proposal was seconded by Cllr Gent.
All Members in agreement and unanimously agreed.

F17/24 TO CLOSE THE MEETING

The meeting closed at 20:50hrs

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.

² Financial Regulations 11.1.ii