



Broadclyst Parish Council
GROWING OUR COMMUNITY

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Attendance record:

Chairman: Cllr Jackson

Members Present: Cllrs Jackson, Pepper, Rhodes,
K. Straw, Staddon, and Waldron.

In attendance: Clerk, Deputy Clerk.

M.O.P.:0

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 2 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month: F19/23 (bus shelters) and F19/24 (telemetry gauge).

There was a Finance Committee Meeting which will be held on **Thursday 25th July 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)

F19/15 APOLOGIES

The Committee resolved to accept apologies from Cllr Massey (work).

F19/16 DISCLOSABLE PECUNIARY INTEREST

Committee Members were reminded to record any Interests in the ROI book.

Standing Orders were suspended:

F19/17 PUBLIC QUESTIONS

- i. There were no public questions on items on this Agenda.
- ii. The Committee welcomed a member of the community of Hillside Gardens who presented her proposal for a Little Free Library in the Swale. This community project will be open to all and is part of a global project. It was noted the project has received local support via the Hillside Gardens Facebook page; build and installation costs have been covered by Barratts David Wilson; construction will be carried out by the Men in Shed scheme. Consent has been given by the landowner and management company; final site to be determined. The parish council's role is to insure this community asset and to undertake the ongoing responsibility for maintenance.

The meeting reconvened under Standing Orders

F19/18 THE LITTLE FREE LIBRARY

The Committee received a report detailing the request from the community of Hillside Gardens for a Little Free Library in the Swale which contained the following recommendations:

- i. That the Committee supports the request to have a Little Free Library in the Swale at Hillside Gardens;
- ii. That the Committee approves the registration fee and cost of the plaque (approx. £40);
- iii. That any unforeseen expenditure in 2019/20 be paid from the emerging communities budget allocation, to a maximum of £250 in the year;
- iv. That the proposer be recognised for her initiative and thanked for the preparatory work she has done to bring the project to this stage;
- v. Delegation to Cllr Waldron and the Clerk to oversee delivery of the project.

Reason:

- i. To support the emerging community, helping draw people with shared interests together;
- ii. To facilitate the delivery of a community project;
- iii. To encourage community ownership of its assets.

PROPOSAL: It was proposed by Cllr Waldron that the recommendations be resolved.

RESOLUTION: The proposal was seconded by Cllr Staddon and unanimously agreed.

RESOLVED: It was resolved that the Parish Council supports and facilitates a Little Free Library at Hillside Gardens, Westclyst.

F19/19 BUDGET MONITORING AND INTERNAL CONTROL

End of First Quarter Accounts

- i. The Committee received the bank reconciliations and balance sheet for the first quarter (01.04.2019-30.06.2019)
Balance sheet:
 Current assets: Debtors £720; VAT Control A/C £4,708; Bank balances £269,377.
 Represented by: Current year fund £113,821; General Reserves £62,593; EMR £98,391
 Bank rec: Cashbook 1 £4,836.29; Cashbook 2 £264,540.52
- ii. The Committee received the Income/Expenditure Financial Statement as at 30.06.2019
 Income £207,317 (49.1%); Expenditure £93,496 (23.2%).
- iii. The Committee received and noted the Council's Budget Monitoring report to 30.06.2019. (Appendix A)
- iv. It was noted that there were not any virements to approve.
- v. It was noted that the Council's VAT reclaim to 30.06.2019 has been submitted to HMRC

PROPOSAL: It was proposed by Cllr Staddon that the reports be accepted and resolved, with recommendation to accept all being made to full Council.

RESOLUTION: The proposal was seconded by Cllr Pepper and unanimously agreed.

RESOLVED: It was resolved that the Committee agrees the balance sheet, bank reconciliations, IE, and budget monitoring report, recommending approval to Council when it meets on 5th August 2019.

F19/20 BANK SIGNATORIES

It was noted that bank signatories have been updated as per Council's resolution at the Annual meeting (Minute ref: 19/73iii)

F19/21 BROADCLYST FOOTBALL PITCH

The Committee received a report that outlined issues with stone contamination of the Broadclyst pitch. It was noted that the supplier has accepted responsibility and is working with the Council to rectify the error and return the pitch to playable condition.

It was noted that the contamination has 'put the pitch back' by several weeks, with the possibility that it will now not be ready for the start of the season. The Committee instructed officers to speak with the Council's insurers and to obtain quote for putting it right (seed/turf, water, fertiliser, labour).

PROPOSAL: It was proposed by Cllr K Straw that the report be accepted, with quotes for a re-seed/turf and rectification sought through contractor/supplier insurance as both parties are jointly and severally liable.

RESOLUTION: The proposal was seconded by Cllr Staddon and unanimously agreed.

RESOLVED: It was resolved

F19/22 CONFIDENTIAL ITEMS

The Chairman proposed that the public (including the press) be excluded from the meeting for the next 2 agenda item as sensitive employment and contractual information is likely to be disclosed (Part B)

RESOLUTION: The Committee resolved that the meeting move into Part B (closed session).

F19/23 BUS SHELTERS

To receive quotes for bus shelters in the Parish and to select a supplier. This item was deferred as the quotes have not been finalised.

F19/24 TELEMETRY GAUGE (FLOOD WARNING)

The Committee received a quote for the telemetry, maintenance and reporting of the Hydro-Logic river gauge on the Cranny at Broadclyst Station. The initial funding was for a 3-year period, extended by a further year by Devon County Council, however the Council has been notified that DCC will not continue funding after the current contract expires (31st July 2019).

An informal poll on the Broadclyst Ford and Broadclyst Parish Council Facebook pages asked followers if the gauge should be kept or not at the approximate cost of £1,000/yr. (60p/yr. Council Tax), receiving 95% yes, 5% no (362 votes) and 90% yes 10% no (116 votes) respectively.

The report contained the following recommendations:

Recommendation:

- vi. That the Committee accepts the quote at its 'worst case' i.e. no other Devon Pathfinder communities renew;
- vii. That the money for 2019 contract be taken from the Lengthsman budget;
- viii. That in future years, the Council budgets for one call out per year, holding that money in EMR if it is not spent;
- ix. That it be noted that the Clerk is the Proper Officer of the Council and, as the official signatory of the Council, will sign the legal agreement on behalf of the Council.

Reason:

- iv. To continue the community resilience work;
- v. To reduce the risk of harm to public from driving into flood water;
- vi. To assist in budget-setting an allocation for this contract in following years;
- vii. To ensure the contract is legally signed by the Clerk in her capacity as the Council's Proper Officer.

FIRST PROPOSAL: It was proposed by Cllr Staddon that the report be accepted, and that Broadclyst Parish Council takes on the cost of the telemetry, maintenance and reporting of the Hydro-Logic river gauge on the Cranny at Broadclyst Station.

SECOND PROPOSAL: It was further proposed by Cllr K Straw that local businesses be approached for sponsorship.

RESOLUTION: Both proposals were seconded by Cllr Waldron and unanimously agreed.

RESOLVED: It was resolved that the Committee, in line with its delegation, recommends to the Council that Broadclyst Parish Council enters the contract, budgeting for one year's service plus one call-out per year, budgeted monies to be held in earmarked reserves if not spent.

It is noted that due to the specialist nature of this service this contract is exempt from the requirement for three quotes (Broadclyst Parish Council adopted Financial Regulations 11.1.a)

F19/25 TO CLOSE THE MEETING

The meeting closed at 20:12hrs.

Signed (Chairman):

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.