

19, New Buildings
 Broadclyst
 Exeter
 EX5 3EX
www.broadclyst.org

BROADCLYST PARISH COUNCIL

FINANCE AND GOVERNANCE CONSULTATIVE COMMITTEE MEETING

There was a consultative Finance & Governance Committee meeting of Broadclyst Parish Council on **Monday 24th January 2022**, held virtually via Microsoft Teams commencing at **19:00hrs** via this link [Click here to join the meeting](#) for the purpose of transacting the following business

Minutes

F22/001 MEMBERS

- i. **Present:** Members present: Cllr K Straw (Chairman), Cllr Chamberlain, Massey, Rhodes, Rylance.
- ii. **Apologies:** apologies were received and noted from Cllr Baker (family commitment) and Cllr Jackson (work commitment).

F22/002 DISCLOSABLE PECUNIARY INTEREST

There were no new Interests disclosed.

Standing Orders were suspended:

F22/003 PUBLIC QUESTIONS

There were no questions from members of public on items on this agenda.

The meeting reconvened under Standing Orders.

F22/004 MINUTES

The Committee noted the draft Finance Committee Minutes from 6th December 2021.
 Edit: Cllr Rylance had sent apologies – Clerk to add

F20/005 REPORTING: PAYMENT SCHEDULES, DELEGATED DECISIONS.

- i. The Committee received and informally agreed the delegated decision report for December 2021.
- ii. The Committee received and informally agreed the payment schedule for December 2021.

F22/006 BUDGET MONITORING AND INTERNAL CONTROL

End of Q3 Accounts

- i. The Committee received and informally agreed the Councils third quarter accounts, including
 - a. Income/Expenditure Financial Statement as at 31.12.2021
 - b. balance sheet as at 31.12.2021

- c. bank reconciliations to 31.12.2021
- ii. The Committee received and informally agreed the Council's Budget Monitoring report to 31.12.2021
- iii. There were no virements required
- iv. The Committee noted that Council's VAT reclaim to 31.12.2021 has been submitted to HMRC

F22/007 TO CLOSE THE MEETING

The meeting closed at 19:20hrs

Signed

Print:

Date:

**ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY
REQUEST.**

Public speaking during virtual meetings

Members of the public are welcome to virtually attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting. You can join the meeting as a guest by clicking the "Join Microsoft Teams Meeting" link at the top of this agenda.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. Your microphone will be unmuted when it is your turn to speak, and you will then be able to speak on that matter only. You can use the chat function to indicate that you wish to ask a question.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin; the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Inclusivity

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You must not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.