

19, New Buildings
 Broadclyst
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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 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 on Monday 28th March 2022 in the Pavilions, Holly Close, Broadclyst for the purpose of transacting the following business:

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MINUTES (Draft)

F22/08 RECORD OF ATTENDANCE AND APOLOGIES

Present: Members present: Cllr K Straw (Chairman); Cllrs Chamberlain (for Massey), Jackson, Pepper. Quorate meeting.

Apologies: The Committee resolved to approve apologies from Cllr Massey and Rhodes (work commitments)

F22/09 DISCLOSABLE PECUNIARY INTEREST

There were no new DPI's or requests for dispensations.

Standing Orders were suspended:

F22/010 PUBLIC QUESTIONS

There were no members of public present.

The meeting reconvened under Standing Orders

F22/011 MINUTES

The Committee received for approval draft Minutes from the Finance and Governance Committee meeting on 24th January 2022

It was proposed by Cllr Chamberlain to agree the draft Minutes as a correct record of the meeting. This was seconded by Cllr K Straw and unanimously agreed. RESOLVED.

F22/012 FINANCE

- i. **February 2022 accounts:** the committee receive and resolve to approve the bank rec, balance sheet, and IE report for February 2022.
It was proposed by Cllr Jackson to approve Feb 22 accounts as correct. This was seconded by Cllr Chamberlain and unanimously agreed. RESOLVED.
- ii. **Payment Schedule:** To receive and resolve to approve the payment schedule for March 2022, noting and approving in advance (subject to RFO/Finance Chairman agreement) any 2021/22 invoices outstanding that may be received before 31.03.2022. It was proposed by Cllr Jackson to approve March 22 payment schedule as correct. This was seconded by Cllr K Straw and unanimously agreed. RESOLVED.
- iii. **Community grants:**
 - a. The committee received for determination an application for a grant from 1st Broadclyst Brownies group to fund a 10th anniversary celebration event in the summer and to promote Guiding to girls of all ages. Amount requested £482.
It was proposed by Cllr Chamberlain to award the grant in full; this was seconded by Cllr Jackson and unanimously supported by all present. RESOLVED.
 - b. The committee received for determination an application for a Jubilee event from a conglomeration of individual representatives from various community groups, headed by a representative from Broadclyst Church. The funding is requested for an event on Thursday 2nd June to celebrate HM's Platinum

Jubilee. While support is without question in principle, it was felt further work on the event delivery plan was necessary before committing public money. This application is therefore deferred for consideration at the Finance Committee's next meeting, which will be on 21st April 2022. The Clerk will work with the group in the meantime to support completion of elements of the delivery plan.

F22/013 RISK MANAGEMENT REGISTER ANNUAL REVIEW

The Committee carried out an annual review of the Councils risk register, both financial and non-financial.

It was proposed by Cllr Jackson to approve the risk register, seconded by Cllr Pepper, an unanimously agreed. RESOLVED

F22/014 RELATED PARTIES

- i. The Committee carried out a review of Senior Officers to ensure declarations of interest are up to date.

- ii. There have been two related party transactions in 21/22.

The Committee reviewed procedures that are in place to identify related party transactions and agreed that the process (invoice goes to non-related Officer for processing and setting up for payment, additional 3rd party check) is considered appropriate, especially given the small number of related party transactions each year. Proposed Cllr K Straw, seconded Cllr Jackson, unanimously agreed. RESOLVED.

F22/015 FIXED ASSET REGISTER

The Committee reviewed and agreed the Council's updated fixed asset register, correct as at 28.03.2022. It was noted some items are due for disposal; this will be carried out in the new financial year.

Proposed Cllr K Straw, seconded Cllr Jackson, unanimously agreed. RESOLVED.

F22/016 STATEMENT OF INTERNAL CONTROL

The Committee produced the Council's Statement of Internal Control for 2021/22, including additional controls for the covid pandemic period.

It was proposed by Cllr Jackson to approve the Statement, seconded Cllr Pepper and unanimously agreed. RESOLVED.

F22/017 INTERNAL AUDIT

- i. The committee received the Internal Audit Review from Griffin Chartered Accountants, following a field visit by the Internal Auditor (IA) in February 2022. The report noted that all former findings have been addressed and recorded one finding, namely one reimbursement claim for meeting expenses (£3.26) was not supported by a receipt. This was in a period when staff were remote working which has now ended, so the likelihood of recurrence is not considered to pose a risk to council.

It was proposed by Cllr K Straw to accept the IA's report, seconded by Cllr Pepper, and unanimously agreed. RESOLVED.

- ii. The Committee confirmed that there have been no loans or borrowings during the year.

F22/018 ACTION TRACKER

There are no actions arising from this Committee meeting.

F22/019 CONFIDENTIAL ITEMS

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contain matters of a commercially sensitive nature and/or contractual detail. This was seconded by Cllr Jackson and unanimously agreed.

RESOLVED.

F22/020 PREFERRED SUPPLIERS/CONTRACTORS

The Committee received for agreement a confidential report detailing Council's current preferred suppliers and contractors for 2021/22, and recommendations for change for 2022/23.

It was proposed by Cllr K Straw to accept the report and recommendations contained within. This was seconded by Cllr Jackson and unanimously agreed. RESOLVED.

F22/021 PLAY AREA REPAIRS

The Committee received a quote for repairs to the play area. It was noted that this will include replacement of one item and intensive treatment of all wooden elements.

It was proposed by Cllr K Straw to accept the quote, seconded by Cllr Pepper and unanimously agreed. RESOLVED.

F22/022 CLOSE OF MEETING

There being no further actions, the Chairman thanked Members for their attendance and closed the meeting.

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT