

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 no 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 Wednesday 20th April 2022, commencing 19:00hrs, in the Pavilions, Holly Close, Broadclyst for the purpose of transacting the following business:

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MINUTES (Draft)

F22/023 RECORD OF ATTENDANCE AND APOLOGIES

Members present: Chairman Cllr K Straw; Cllrs Massey, Gent (deputising for Cllr Jackson).

Apologies: The committee agreed to accept apologies for absence from Cllrs Jackson and Rhodes.

In attendance: Clerk

Member of public: 1

F22/024 DISCLOSABLE PECUNIARY INTEREST

There were no new Disclosable Pecuniary Interests declared, nor dispensations requested.

Standing Orders were suspended:

F22/025 PUBLIC QUESTIONS

There were no questions from press or public.

The meeting reconvened under Standing Orders

F22/026 MINUTES

The Committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 28th March 2022

Proposal: It was proposed by Cllr Massey to accept the draft Minutes; seconded by Cllr K Straw. Vote in favour to accept from those Members who had been present, and so it was **resolved** that the draft Minutes be adopted as an agreed record of the meeting.

F22/027 FINANCIAL REPORTING

- i. **Payment Schedule:** The committee received the payment schedule for April 2022 to date, noting transactions after Easter will be included on the May 2022 payment schedule.
Proposal: It was proposed by Cllr Massey to approve payments, seconded by Cllr Gent and unanimously agreed and so it was **resolved**
- ii. **Year-end reporting:** The committee received the year-end variance report and to approve movements to ear-marked reserves.
Proposal: It was proposed by Cllr Pepper to accept the year-end variance report and to approve movements to ear-marked reserves, seconded by Cllr Massey and unanimously agreed and so it was **resolved**
- iii. **Council accounts to 31.03.2022.** The Committee received the Council's unaudited year-end accounts to 31st March 2021.
Proposal: It was proposed by Cllr Pepper to approve the Council's year-end accounts, including the bank reconciliations, financial statement, balance sheet and fixed asset register to 31st March 2021, seconded by Cllr Massey and unanimously agreed and so it was **resolved**
- iv. **Schedule of regular payments.** The committee received a list of regular payments for 2022/23. Cllr Massey reminded the committee of his declared Interest as the Director of Exe Squared and took no part in this agenda item.
Proposal: It was proposed by Cllr Gent to accept and approve the list of regular

payments for 2022/23., seconded by Cllr Pepper with majority vote to agreed (1 abstention, Cllr Massey) and so it was **resolved**

F22/028 COMMUNITY GRANTS

The Committee received an application for Jubilee events from an amalgamation of community groups, submitted by a coordinator from Broadclyst Parish Church. It was noted that this is not a Church event, but that it is a community event to celebrate the Queen's Jubilee that will be held predominantly in the field next to the church, with the church being used as a building from which to serve cream teas.

The committee agreed it was positive to see the community coming together to deliver this community event and it was proposed by Cllr Massey to award the requested amount of £1,667, as recommended by the Proper Officer. This was seconded by Cllr Gent and unanimously agreed, and so it was **resolved**.

F22/029 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

PKF Littlejohn was appointed by the Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor for the five financial years from 2017/18 to 2021/22. Broadclyst Parish Council is automatically subject to an intermediate review.

i. Annual Internal Auditor Report

The committee received the second part of the Annual Internal Audit Report 2021/22 (contained within the AGAR).

Proposal: It was proposed by Cllr Pepper to accept the report, seconded by Cllr Gent and unanimously agreed and so it was **resolved**.

ii. Annual Governance Statement

For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2022 (informed by the IA report)

Proposal: It was proposed by Cllr Pepper to recommend to Full Council that it could, on 9th May 2022 when it considers the AGAR for 2021/22, make positive responses in response to assertions one to eight and a 'N?A' response to assertion nine in Section 1 – Annual Governance Statement 2021/22, informed by the Internal Auditor's two reports and adherence to Council's own control procedures. This proposal was seconded by Cllr Gent and unanimously agreed and so it was **resolved**.

iii. Council Accounting Statement for 2021/22

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31.03.2022. It was noted that Boxes 4 and 6 of y/e 31.03.2021 have been restated. This is to move a contractor from 'staff costs' (box 4) to 'all other payments (box 6).

Proposal: It was proposed by Cllr Pepper to recommend to Full Council that it could, on 9th May 2022 when it considers the AGAR for 2021/22, agree the figures in the Section 2 – Accounting Statements 2021/22, informed by the Internal Auditor's two reports and adherence to Council's own year-end closedown of the accounts to 31.03.2022. This proposal was seconded by Cllr Gent and unanimously agreed and so it was **resolved**.

iv. Exercise of Public Rights

It was noted that the period of elector's rights will commence on Monday 13th June 2021 and finish on 22nd July 2021. Notification will be placed on the village noticeboard and website.

F22/030 ACTION TRACKER

The following actions were recorded for the Finance Committee this summer:

- i. to review EMR for staffing contingency
- ii. to review the Asset Register and remove old stock in line with Council's policy.

F22/031 CLOSE OF MEETING

The meeting closed at 19:21hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during 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.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda.

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 cannot 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.