

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES (Draft)

Meeting date: Thursday 16th June 2022

Meeting time: commenced 19:00hrs

Meeting venue: Black Horse function room, Blackhorse, Old Honiton Road, EX5 2AN

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 was one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

Committee Members were summonsed to a Broadclyst Parish Council Finance Committee meeting for the purpose of transacting the following business:

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MINUTES (Draft)

F22/032 RECORD OF ATTENDANCE AND APOLOGIES

Broadclyst Parish Council Finance Committee Members:

Cllrs K Straw (Chairman), Massey, Pepper, Taylor, Whitmarsh were present; the committee resolved to accept apologies from Cllrs Jackson and Rhodes (work commitments)

F22/033 DISCLOSABLE PECUNIARY INTEREST

Interests already declared but re-stated for transparency:

Cllr K Straw in F22/039i due to his association with the Theatre Group; Cllrs Taylor and Whitmarsh in F22/039ii as Trustees of Cornerstone Academy Trust and Cllr Massey and the Clerk as Members of Cornerstone Academy Trust.

Standing Orders were suspended:

F22/034 PUBLIC QUESTIONS

There were no public questions raised or received in advance.

The meeting reconvened under Standing Orders

F22/035 MINUTES

The Committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 20th April 2022.

It was Proposed by Cllr Massey and Seconded by Cllr K Straw that the draft Minutes be accepted as a true record of the meeting. This was agreed by Members present who had been at the meeting on 20th April 2022. (Cllrs Taylor and Whitmarsh were not Members at the time of the meeting) and so it was resolved.

F22/036 FINANCIAL REPORTING

- i. **Council accounts to 31.05.2022.** The Committee received the Council's current year accounts, including the bank reconciliations, financial statement, and balance sheet to 31st May 2022.

In considering the accounts, the committee raised these actions:

- a. To consider potentially increasing investment in the Property fund and/or adding a Public Sector Deposit Fund / additional bank / building society account, it was agreed to add this to the action tracker for future consideration. *Action: Clerk.*
- b. To request the staffing committee meets to agree allocations for roles in 22/23. *Action: Clerk*
- c. To promote the Neighbourhood Plan Referendum from the public consultation budget allocation.

It was proposed by Cllr Massey that the accounts to 31.05.2022 and the above actions be agreed; this was seconded by Cllr Pepper, unanimously agreed, and so it was resolved.

- ii. **Payment Schedule:** The Committee received the payment schedule for May 2022. It was proposed by Cllr Massey and seconded by Cllr Whitmarsh to resolve to

approve the payment schedule. This was unanimously agreed and so it was resolved.

- iii. **Community jubilee grant payments.** The Committee received a list of jubilee grants agreed by Finance Chairman and RFO under delegation, made between the Committee's last meeting and this meeting.

It was agreed that formal thanks from the Parish Council to all the organisers of the different community events be given; the weather had been kind for HRH Queen Elizabeth II's Platinum Jubilee celebrations and people across the parish had enjoyed various community activities.

As not all invoices for the events have been received, acceptance of the final spend was deferred to the next meeting.

F22/037 FINANCIAL REGULATIONS (FRs)

It was agreed to defer the review of Council's FRs with regard any limits and delegations for capital expenditure to the next meeting.

F22/038 YOUTH CLUB PROVISION

- i. The committee discussed and agreed the tender process for the provision of youth work in the parish. (NB: the tender itself was discussed in Part B).
- ii. It was proposed by Cllr Massey that the Finance Committee agrees a recommendation to council that it resolves delegation to the Clerk as set out in the Local Government Act 1972 (s.1(ss.1a)) in relation to this matter. Cllr K Straw as Finance Chairman will assist the Clerk in the tender evaluation process. This was seconded by Cllr Pepper and unanimously agreed, and so it was resolved.

F22/039 COMMUNITY GRANT APPLICATIONS

The Committee received the following community grant applications, noting that both applications helped to address known need (isolation of young people during school holidays, and child safety):

- i. **Broadclyst Traffic Committee: Junior Road Safety Officers**
It was proposed by Cllr Pepper to allocate £1,500 to the Junior Road Safety initiative at Broadclyst and Westclyst, working with Cornerstone Academy Trust. This would provide initial start-up funding for the project as well as funds to replace items through the project's lifespan. This was seconded by Cllr K Straw and unanimously agreed, so it was resolved.
- ii. **Broadclyst Theatre Group: summer youth project**
It was proposed by Cllr Massey to allocate £1,500 to the Broadclyst Theatre Group summer youth project, to be spent in accordance with the detail on the application form and to pay musicians' fees. This was seconded by Cllr Pepper and unanimously agreed, so it was resolved.

F22/040 ACTION TRACKER

The following actions arising from this Committee meeting and to whom they have been allocated are recorded:

Action	By whom	Status
Research additional banking options	Clerk	
Write to staffing committee to request meeting for staff salary allocations	Clerk	
Research best practice for processing and checking e-invoices	Clerk	
Review Financial Regulations and delegations for capital spend (not revenue spend)	Cllr K Straw	
Recommend to council that the youth provision tender be delegated to Clerk, with Cllr K Straw to assist with scoring and evaluating tenders	Cllr K Straw as Chair of the Council's Finance Committee (via draft Minutes)	

F22/041 PART B

The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail. This was unanimously agreed.

F22/042 YOUTH PROVISION TENDER DOCUMENT

The Committee received a draft Invitation to Tender for a three-year SLA for Youth Provision in Broadclyst Parish.

It was proposed by Cllr Massey to accept the draft document, recommending its approval to Council on 4th July 2022. This was seconded by Cllr Pepper and unanimously agreed.

F22/043 CLOSE OF MEETING

The meeting closed at 19:50hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT