

Broadclyst Parish Council
19 New Buildings
Broadclyst
Exeter
EX5 3EX

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Agenda issue date: Friday 8th March 2024

Meeting date: Thursday 14th March 2024

Meeting time: 19:30hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close

There was a Finance Committee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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MINUTES (DRAFT UNTIL SIGNED)

F24/008 RECORD OF ATTENDANCE AND APOLOGIES

The Chair opened meeting at 19:34hrs. Members present were recorded as Cllrs K Straw (Chairman), Massey, Pepper, Rhodes, Whitmarsh.

Apologies were accepted from Cllr Taylor.

In attendance: Clerk, Deputy Clerk.

F24/009 DISCLOSABLE PECUNIARY INTEREST

Cllr Massey F24/015 declared an interest in the item as a website host. There were no other interests recorded.

Standing Orders were suspended:

F24/010 PUBLIC QUESTIONS

There were no questions raised.

The meeting reconvened under Standing Orders

F24/011 MINUTES

The Committee received for approval draft Minutes from the Finance and Governance Committee meeting on 4th January 2024.

Proposal: Cllr Pepper proposed that the Minutes be approved as a correct record of the meeting, seconded by Cllr Massey. Unanimously agreed **RESOLVED**.

F24/012 BUDGET MONITORING AND INTERNAL CONTROL

- i. The Committee received the Councils accounts for January and February 2024 including:

- a. Income/Expenditure Financial Statement as at 29.02.2024
 - b. Balance sheet as at 29.02.2024.
 - c. Bank reconciliations to 29.02.2024.

Proposal: It was proposed by Cllr Whitmarsh, seconded Cllr Rhodes, and unanimously agreed to accept the accounts to 29.02.2024. **RESOLVED**.

- ii. To receive Council's Budget Monitoring report to 29.02.2024.

Proposal: It was proposed by Cllr Massey, seconded Cllr Pepper, and unanimously agreed to accept the Budget Monitoring report to 29.02.2024. **RESOLVED**

- iii. To agree any virements required

Proposal: It was proposed by Cllr Massey, seconded Cllr Pepper, and unanimously agreed to agree virements identified in the report. **RESOLVED**

- iv. To agree spends from and movements to EMR at 29.02.2024.

Proposal: It was proposed by Cllr Massey, seconded Cllr Pepper, and unanimously agreed to agree spends from and movements to EMR at 29.02.2024. **RESOLVED**

F24/013 RELATED PARTIES

- i. The Committee reviewed Councillors and Senior Officers ROIs to ensure declarations of interest are up to date. It was noted Cllr Gent's ROI has been completed electronically but needs a 'wet' signature.
- ii. The procedures that are in place to identify related party transaction are as follows:
 - a. Invoices for MJ Curwood are neither processed nor payment raised by the Deputy Clerk.
 - b. Time sheets are sent to the Chair of Staffing, Chairman, and Vice Chair for authorisation. Third party checks are in place for all time sheets.

Proposal: It was proposed by Cllr Massey to agree these procedures are adequate. This was seconded by Cllr Pepper, and unanimously agreed. **RESOLVED**

F24/014 RISK MANAGEMENT REGISTER ANNUAL REVIEW

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

Proposal: It was proposed by Cllr Pepper that the Risk Review be accepted. This was seconded by Cllr Rhodes. Unanimously agreed. **RESOLVED**

F24/015 PREFERRED SUPPLIERS / CONTRACTORS

The Committee reviewed and agreed the list of Council's preferred suppliers and contractors for 2024/25. New additions: Rhino Play and Wallgate.

Proposal: It was proposed by Cllr Rhodes that the Risk Review be accepted. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**

It was noted that members of public had commented how nice and pleasant the Rhino Play contractors are, that they took the time to stop and explain what they were doing. Action: Deputy Clerk to pass this feedback to Rhino Play.

F24/016 BANKING

- i. The Committee confirmed Council's banking arrangements with Lloyds. **Proposal:** It was proposed by Cllr Whitmarsh, seconded by Cllr Pepper and unanimously agreed.
- ii. Borrowing/loans. **Proposal:** It was proposed by Cllr Pepper that the Committee confirms that the council has had no loans or borrowing during the year, seconded by Cllr Massey, unanimously agreed and **RESOLVED**

F24/017 COMMUNITY GRANT

The Committee received a start-up community grant application from the Net Ninja's Badminton Club (Broadclyst).

Proposal: It was proposed by Cllr Rhodes and seconded Cllr Massey to give a start-up grant of £550. This was unanimously agreed and so it was **Proposal:** It was proposed by Cllr Pepper that the Risk Review be accepted. This was seconded by Cllr Rhodes. Unanimously agreed. **RESOLVED**

F24/018 STATEMENT ON INTERNAL CONTROL

The Committee considered the Council's Statement of Internal Control for 2023/24

Proposal: It was proposed by Cllr Whitmarsh to agree the draft as correct. This was seconded by Cllr Pepper, unanimously agreed. **RESOLVED**

F24/019 ASSET REGISTER

- i. It was proposed by Cllr Massey that the committee agree the disposals from the 2023/2024 asset register as highlighted by the RFO. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**
- ii. It was proposed by Cllr Massey that the committee agree the additions to the 2023/2024 asset register as highlighted by the RFO. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**
- iii. It was proposed by Cllr Massey that the committee confirm the de minimus amount for capital items (currently £250) as appropriate. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**
- iv. It was proposed by Cllr Rhodes that the committee agree Council's Asset Register as at 31.03.2024 at the value of £599,727,57. This was seconded by Cllr Whitmarsh, and unanimously agreed. **RESOLVED**

F24/020 ACTION TRACKER

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

- i. The Finance Chairman noted that the council cannot raise an invoice to Devon County Council for works that it has said it will not fund. To do so puts the RFO outside of good accounting practices. It was proposed by Cllr K Straw that the Committee instructs the RFO to raise then write off the DCC invoice for its share of the fencing costs (resolution at full council on 4th March, Minute ref 24/026f). This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**

F24/021 CONFIDENTIAL ITEM

It was resolved that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item.

Reason: commercially sensitive

F24/022 LEGIONELLA RISK ASSESSMENT QUOTES

The Committee received and considered 4 quotes for the Legionella Risk Assessment and remedial works to the systems at the Pavilions and the Public Toilets

- i. Risk Assessment: it was proposed by Cllr Pepper to accept quote 3 on best value basis (cost and time to respond). This was seconded by Cllr Whitmarsh and unanimously agreed. **RESOLVED**
- ii. It was proposed to use money from Buildings EMR to carry out the cleaning works on the two tanks at the Pavilions as detailed in quote 3. Proposed by Cllr Pepper and seconded by Cllr Massey, unanimously agreed. **RESOLVED**
- iii. Responsible person in law identified as the RFO. Proposed Cllr Pepper, seconded Cllr Massey, unanimously agreed. **RESOLVED**
- iv. It was proposed by Cllr Whitmarsh to obtain a total of 3 quotes for ongoing contracted maintenance for legionella control at the Pavilions and at the public toilets. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**

F24/023 CLOSE OF MEETING

The meeting closed at 20:33hrs

Signed:

Print:

Dated:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT