

Broadclyst Parish Council
19 New Buildings
Broadclyst
Exeter
EX5 3EX

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING MINUTES

Agenda issue date: Tuesday 19th March 2024

Meeting date: Monday 25th March 2024

Meeting time: commenced 19:00hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close

Public Notice: Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

NB: There are no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

Summons: To Broadclyst Parish Council Finance Committee Members

Cllrs K Straw (Chairman), Massey, Pepper, Rhodes, Taylor, Whitmarsh. (NB. Jackson, sabbatical)

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

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

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MINUTES

F24/024 RECORD OF ATTENDANCE AND APOLOGIES

Present: Cllr K Straw (Chairman), Cllrs Massey, Rhodes, Taylor. Quorate meeting (the quorum is 3). The Committee resolved to accept apologies from Cllr Pepper and Whitmarsh.

F24/025 DISCLOSABLE PECUNIARY INTEREST

Cllr Rhodes declared an interest in item F24/028ii as owner of Martinsfield Farm (food bank electric).

Cllr Massey declared an interest in item F24/028iii as owner of Exe Squared which hosts the council's website.

Standing Orders were suspended:

F24/026 PUBLIC QUESTIONS

There were no questions.

The meeting reconvened under Standing Orders

F24/027 MINUTES

The Committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 14th March 2024.

PROPOSAL: It was proposed by Cllr Massey to accept the draft minutes as a correct record of the meeting. This was seconded Cllr Rhodes and unanimously agreed. **RESOLVED.**

F24/028 PAYMENTS

- i. The committee receive payment schedules for February 24 and for March to date (25.03.2024). Proposed Cllr Taylor, seconded Cllr K Straw, unanimous. **RESOLVED.**
- ii. The Committee received a list of outstanding / expected 2023/24 invoices that may be received before 31.03.2024 for payment. Proposed Cllr Taylor, seconded Cllr Massey, unanimous. **RESOLVED.**
- iii. To receive and approve a list of scheduled regular payments for 24/25, including direct debits. Proposed Cllr Taylor, seconded Cllr Rhodes and unanimously agreed. **RESOLVED.**

F24/029 INTERNAL AUDIT AND YEAR END

NB the resolution for this item is taken en masse at the end of the item.

- i. The Committee received the Councils Internal Audit report for 2023/24 following the Internal Auditor's visit on 15th March 2024. The Committee recorded its thanks to the Clerk/RFO for her work. There was one matter for consideration in the Report – a missing expense receipt for postage by a member of staff. This was detected during the year and the postage process has been changed in accordance with Financial Regulations: staff do not use their own credit/debit cards for council purchases.
- ii. The Committee considered how council assets are recorded and agreed to continue to record the value of its assets in the Asset Register at the item (actual) cost rather than the total cost, which could include non-tangible costs such as transport, installation, labour etc.. The Finance Committee referred to proper practices as set out in the JPAG Practitioners Guide 2023, notably 5.58 and 5.63.
- iii. There are no actions arising from the Internal Audit report.

- iv. There are no year-end creditors.
- v. The committee agreed one year-end debtor for an invoice value of £267.90.
- vi. The committee agreed accruals for fencing (£1900), legionella work ((c.£1500), and the basketball project (£5,000).
- vii. There are no pre-payments made in advance.
- viii. The committee agreed movements to ear-marked reserves at 31.03.2024 as per the RFOs report, a total of £65,300.
- ix. The committee considered action(s) for an unpaid invoice. The Finance Chairman explained that the council had instructed the RFO to raise an invoice for fencing works. He noted that an invoice cannot be raised where the purchaser has not issued a requisition order. It was agreed to write off the invoice.

PROPOSAL for items i to ix: It was proposed by Cllr Massey, seconded Cllr Rhodes, and unanimously agreed the above items in accordance with the year-end reports presented.

RESOLVED.

F24/030 SUBCOMMITTEE APPOINTMENT

- i. The Broadclyst Neighbourhood Plan identifies a site within the Clyst Vale sports field for a community sports facility.
The Committee resolved to appoint a subcommittee in accordance with adopted Standing Order 4a. The purpose of the subcommittee will be to explore options and initiate talks with any interested parties for the provision of the Community sports facility.
- ii. Subcommittee membership. To appoint Members to the subcommittee and to agree its administrative support.
The members were agreed as Chairman, Vice Chair, Finance Chairman. Clerk to support. **RESOLVED.**
- iii. Terms of Reference. The Council has approved generic Terms of Reference for its subcommittees. Standing Order 4a states that the appointing committee determines the Terms of Reference for its subcommittees. The Finance Committee reviewed the Terms of Reference for the Community Sports Facility Subcommittee and did not make any changes.

F24/031 ACTION TRACKER

There were no actions arising to record.

F24/032 CONFIDENTIAL ITEM

The Finance Chairman proposed 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. Seconded by Cllr Taylor, unanimously agreed. **RESOLVED.**

Reason: contractual; commercially sensitive.

F24/033 COMMUNITY SPORTS FACILITY

The Committee receive a confidential report following interest in progressing the project. The subcommittee will arrange its own meeting schedule.

F24/034 COUNTRY PARK MANAGEMENT

The Committee received a confidential report around the future management of the Broadclyst Station Country Park.

PROPOSAL: It was proposed by Cllr K Straw that the council expresses its interest in

managing the Country Park. This was seconded by Cllr Rhodes, unanimously supported.
RESOLVED.

F24/035 CLOSE OF MEETING

The meeting closed at 20:15hrs.

Print:

Signed:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT