

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING MINUTES (Draft)

Agenda issue date: Tuesday 18th November 2025

Meeting date: Monday 24th November 2025

Meeting time: 19:15hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close, Broadclyst. EX5 3JB.

Public Notice: Members of the Press and Public are welcome to attend this meeting in 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 Monday 24th November 2025 for the purpose of transacting the following business:

INDEX

F25/050 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES	7
F25/051 DISCLOSABLE PECUNIARY INTEREST	7
F25/052 PUBLIC QUESTIONS.....	7
F25/053 MINUTES.....	7
F25/054 YOUTH CLUB SUMMER 2026 ACTIVITY PLANNING.....	8
F25/055 RESERVES POLICY REVIEW	8
F25/056 DRAFT BUDGET 2026/27	8
F25/057 ACTION TRACKER.....	8
F25/058 CLOSE OF MEETING	9

Minutes (Draft)

F25/050 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

The Chairman opened the meeting at 19:25hrs.

Present: Cllrs K Straw (Chairman), Gordon, Massey, Pepper, Taylor, Veliyeth.

Apologies were accepted from Cllr Rylance (Committee Member). Apologies were also received from Cllrs Chamberlain and Rhodes (non-committee members).

In attendance: Clerk, Asst Clerk (NC)

Members of Public. *Cllr Whitmarsh attended as Chair of Staffing Committee.*

F25/051 DISCLOSABLE PECUNIARY INTEREST

The chairman reminded Members to declare any interests.

F25/052 PUBLIC QUESTIONS

There were no public questions.

F25/053 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 20th October 2025.

PROPOSED: It was proposed by Cllr Massey to accept draft Minutes as a correct record of the meeting, seconded Cllr Pepper and unanimously agreed. **RESOLVED**
(Action: Clerk to update the draft Minutes to include the date).

F25/054 YOUTH CLUB SUMMER 2026 ACTIVITY PLANNING

The Committee received a request from the YMCA for funding for summer 2026 activities.

PROPOSED: The request was proposed by Cllr Pepper. During debate, consideration was given how to ensure children from low-income families are prioritised. A maximum of £2,800 from EMR (to allow for price inflation) was agreed in principle. This was seconded by Cllr Massey and unanimously agreed. **RESOLVED**

Action: Clerk to discuss inclusion with YMCA.

F25/055 RESERVES POLICY REVIEW

- i. The committee carried out a periodic review of the Council's reserves policy and the lower limit of general reserves, currently £110,000.

It was proposed by Cllr Taylor to increase this to £125,000, given a stepped amount over the next two years to allow for unforeseen costs associated with the Local Governance Review.

This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**

- ii. The committee carried out a periodic review of ear-marked reserves, agreeing the following adjustments:
 - a. EMR328 Climate emergency work -£3,800 to general reserve at 31.03.2026
 - b. EMR360 Youth Worker - £12,956.83 to 4150/110 at 31.03.26 to be used for the youth work SLA in 26/27
 - c. EMR390 Change name from 'Andrew's Boiler' to 'Sustainable Heating for Pavilions'
 - d. EMR391 Bowls maint./repairs & EMR Bowls seeds/fertilizers. Spend from EMR to do required maintenance through the winter / purchase spring seeds/fertilizers, then move remainder into GR at 31.03.2026.

The above adjustments were **proposed** by Cllr Massey, seconded by Cllr Gordon, and unanimously agreed. **RESOLVED.**

F25/056 DRAFT BUDGET 2026/27

- i. There were no new specific requests from Members &/or Committees in respect of budget lines to be added, removed or reviewed as part of the budget-setting process for 26/27.
- ii. The committee received the first draft of the 26/27 budget from the RFO and considered recommended allocations contained within.

Cllr Pepper left the meeting during this item, at 20:35hrs

PROPOSAL: It was proposed by Cllr Massey that the committee recommends to Full Council that it sets the budget for 2026/27 at £494,839 (expenditure) with a budgeted income of £29,087.

F25/057 ACTION TRACKER

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

1. To discuss with the YMCA the prioritisation and inclusion for children from low-income families in the summer activity. (Clerk)

2. Change community grant policy to include a limit of no more than two consecutive applications for the same project. (Clerk)
3. Community events: to engage with community groups about Fun Day and its value to them. (Clerk)

F25/058 CLOSE OF MEETING

The meeting closed at 20:46hrs.

Print:

Signed:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT