

BROADCLYST PARISH COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING MINUTES

There was a Finance Committee meeting of Broadclyst Parish Council on Monday 27th July 2026 at 19:00hrs in Broadclyst Sports Pavilions, Holly Close, Broadclyst, Exeter EX5 3JB for the purpose of transacting the following business:

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MINUTES (Draft)

F26/037 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

The Chairman opened the meeting at 19:00hrs

Attendance register: Cllr K Straw (Committee Chairman), Cllrs Massey, Taylor. Quorate meeting.

Apologies: Cllrs Rylance and Veliyeth.

In attendance, Clerk/RFO Angie Hurren; Assistant Clerk Natasha Curwood

Members of public: 0

F26/038 DISCLOSABLE PECUNIARY INTEREST

There were no new DPLs noted or requests for dispensations.

F26/039 PUBLIC QUESTIONS

There were no public questions.

F26/040 MINUTES

The Committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 23 March 2026.

PROPOSAL: It was proposed by Cllr Taylor that the draft Minutes be accepted as a correct record of the meeting. Seconded By Cllr Massey, unanimous. **RESOLVED.**

F26/041 BROADCLYST TREE NURSERY PRESENTATION

Paul Osbourne EDDC Green Infrastructure Project Manager to present a PowerPoint for Broadclyst Tree Nursery – Parish Council funding request.

This item was cancelled as the project is no longer going ahead.

F26/042 BUDGET MONITORING AND INTERNAL CONTROL

END OF Q1 26/27 ACCOUNTS

- i. The Committee received the council's unaudited accounts for the first quarter (01.04.2026-30.06.2026). It was noted that the council has CIL receipts dating from 21/22 that will need to be spent / allocated to a project before 31.03.2027 to avoid potential clawback.
PROPOSAL: It was proposed by Cllr Taylor that the unaudited Q1 accounts be accepted. Seconded By Cllr Massey, unanimous. **RESOLVED.**
- ii. To receive the income/expenditure financial statement as at 30.06.2026.
PROPOSAL: It was proposed by Cllr Taylor that the IE financial statement as at 30.06.2026 be accepted as a correct record of the meeting. Seconded By Cllr Massey, unanimous. **RESOLVED.**
- iii. To receive council's budget monitoring report to 30.06.2026. It was noted that the EMR for office utilities has been used towards 2526 invoice that was received in April 2026 and had not been accrued for at year end. This will result in an overspend in 2627, to be taken from the general reserve. It was further noted that the public toilets service costs were at 60% spend, due to service work on the electrics board. It was noted that the play area service contract is in its final year; officers were instructed to obtain 3 quotes for consideration in the autumn as part of budget setting. **PROPOSAL:** It was proposed by Cllr Taylor that the budget monitoring report to 30.06.2026 be accepted. Seconded By Cllr Massey, unanimous. **RESOLVED.**
- iv. It was noted council's vat, reclaim to 30.06.2026 has been submitted to HMRC.

F26/043 GOVERNANCE COMPLIANCE CHECKLIST

The committee received a quarter-by-quarter checklist for internal controls and governance processes, aligned to the APPP Practitioners' Guide 2026/27. **PROPOSAL:** It was proposed by Cllr Taylor that the checklist be accepted. Seconded By Cllr Massey, unanimous. **RESOLVED.**

F26/044 INDEPENDENT CHECKS

PROPOSAL: It was proposed by Cllr Massey to appoint Cllr Rhodes as the non-signatory councillor to carry out third party checks in 2026/27. Seconded By Cllr Taylor, unanimous. **RESOLVED.**

F26/45 YMCA SLA REVIEW

- i. The committee considered the YMCA's annual report and quarterly in-house monitoring report to 31.03.2026. It was noted that the SLA is a live document; aims and objectives should be reviewed and updated in response to any new matters arising and any operational constraints that have been experienced.
- ii. Resolves outcomes arising from the discussion:
 - a. **PROPOSAL:** It was proposed by Cllr K Straw to review the SLA and consider the materiality of any delivery challenges, updating as necessary. Seconded by Cllr Massey, unanimous. **RESOLVED.**

- b. **PROPOSAL:** It was proposed by Cllr K Straw that the committee recommends to council that the SLA is extended by two years, subject to funding being agreed. Seconded by Cllr Taylor, unanimous. **RESOLVED.**

F26/46 COMMUNITY NOTICEBOARD

The committee received a request for a community noticeboard at land off Sandoe Way, (Little Free Library area at bottom of the swale).

PROPOSAL: The cost in terms of officer time to service noticeboards was discussed. It was proposed by Cllr Taylor that there is a noticeboard already by the school in Westclyst, which is a central location for the community, and therefore not to install a second noticeboard. Seconded by Cllr K Straw, unanimous. **RESOLVED.**

F26/47 ACTION TRACKER

Actions arising:

Date / Minute Ref	Action	Allocated to	Status
27.07.26 F26/042iii	Obtain 3 quotes for play area servicing	Officers	Not started
27.07.26 F26/45ii a	Review YMCA SLA	TBC	Not started
27.07.26 F26/45ii b	Enter discussion with YMCA for SLA extension for 2 years (current SLA expires 31.03.27)	TBC	Not started

F26/048 CLOSE OF MEETING

The meeting closed at 20.30hrs

Signed:

Print:

Dated

ALL DOCUMENTS AVAILABLE IN LARGE PRINT