

Issue date: 15 APRIL 2016
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Mrs. Angie Hurren
Parish Clerk

To: Broadclyst Parish Council Finance Committee Members
For Information: Broadclyst Parish Councillors, District and
County Ward Members, Press and Public.



19, New Buildings
Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Finance Committee meeting

You are hereby summonsed to a meeting of the Broadclyst Parish Council Finance Committee on Thursday 21st April 2016 at 19:30hrs at the Sports Pavilions, Holly Close, Broadclyst for the purpose of conducting the following business

AGENDA

Press and public are welcome to attend. There are 0 items which meet the criteria for discussion under Part B (exclusion of press and public)

F16/1 APOLOGIES

To receive apologies for absence

F16/2 DISCLOSABLE PECUNIARY INTEREST

To receive Declarations of Interest not currently on Councillors' ROIs receive on items on the Agenda and receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations.

F16/3 FINANCIAL UPDATE

- i. To receive Financial Statement to 31st March 2016
- ii. To receive Bank Reconciliation to 31st March 2016
- iii. To note that the VAT reclamation up to 31st March 2016 has been submitted to HMRC in accordance with Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

All to be recommended to Council for approval.

F16/4 AUDIT AND GOVERNANCE

- i. To receive the end of year accounts, producing a report to Council which summarises the end of year accounts and recommends acceptance to Council
- ii. To receive the Internal Auditors report for 2015/16
- iii. To action any matters arising from the internal audit which was carried out on 4th April 2016.

- iv. To consider the Annual Governance Statement
- v. To consider the Accounting Statements for 2015/16
- vi. To consider the Internal Auditor's contract renewal for 2016/17 and thereafter, with the option to end the contract at the end of any year.
- vii. To appoint South and West Internal Audit for 2016/17 and to sign the contract.

F16/5 OFFICE UPDATE

To receive report on progress with Council's office.

F16/7 BUSINESS RATES

To receive a report on the Council's business rates and implications for 2017/18 of leasing an office.

F16/8 PUBLIC RELATIONS BUDGET

To receive a report on the recent Twinning visit in relation to the financial processes, and to identify ways in which the process may be improved upon for the future.

F16/9 BROADCLYST FUN DAY

To receive a report on the forthcoming Fun Day

F16/10 PARISH TOGETHER GRANT

To resolve to accept the Parish Together grant award of £2,902.70 in conjunction with the parishes of Clyst Honiton, Cranbrook, Poltimore and Rockbeare to purchase a PA system and to carry out detritus clearance on the rivers Clyst and Cranny.

To note funds must be spent by 30 March 2017.

Chairman and Clerk to sign award offer letter which is to be returned to EDDC within a 2 month period of the offer (made 1st April 2016).

F16/11 TO CLOSE THE MEETING

Dated this 15th day of April 2016

Angie Hurren

Broadclyst Parish Council Clerk

Disclosable pecuniary interests*

You must declare the nature of any Disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.

You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered. Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a Disclosable pecuniary interest because this planning application is made by my husband's employer'.]

If your interest is a Disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered.
After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.