

Issue date: 11 February 2020
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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.



BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

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 two matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month)

You are hereby summonsed to a Finance Committee Meeting which will be held on **Monday 17th February 2020 at 19:30hrs** in the **Broadclyst Sports Pavilions, Broadclyst, EX5 3HB** for the purpose of transacting the following business:

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AGENDA

F20/001 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

F20/002 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

Standing Orders will be suspended:

F20/003 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

The meeting will reconvene under Standing Orders

F20/004 END OF THIRD QUARTER ACCOUNTS

- i. To receive the bank reconciliations and balance sheet for the third quarter (01.10.2019-31.12.2019);
- ii. To receive the Income/Expenditure Financial Statement as at 31.12.2019;
- iii. To receive the statement of Ear-Marked Reserves as at 31.12.2019;
- iv. To receive the Local Authorities' Property Fund report as at December 2019;
- v. To receive a report of outstanding invoices as at 31.12.2019.

F20/005 BUDGET MONITORING AND INTERNAL CONTROL

- i. To receive Council's Budget Monitoring report to 31.12.2019;
- ii. To agree any virements required;
- iii. To note Council's VAT reclaim for the period 01.10.2019 to 31.12.2019 for £5,256.34 has been submitted to HMRC.

F20/006 FINANCIAL REGULATIONS

To receive NALC model Financial Regulations for adoption.

F20/007 RISK MANAGEMENT REGISTER ANNUAL REVIEW

To carry out an annual review of the Councils risk register, both financial and non-financial.

F20/008 RELATED PARTIES

- i. To carry out a review of Councillors and Senior Officers to ensure declarations of interest are up to date

- ii. To review procedures that are in place to identify related party transactions.

F20/009 FIXED ASSET REGISTER

- i. To consider the Council's method of asset valuation
- ii. To review the Council's fixed asset register
- iii. To review the Council's fixed assets disposal process

F20/010 STATEMENT OF INTERNAL CONTROL

To produce the Council's Statement of Internal Control for 2018/19

F20/011 CONFIDENTIAL ITEMS

The Chairman to propose that the meeting moves into Part B (exclusion of press and public; elected Members who do not serve on the Finance Committee are respectfully requested to observe this requirement) as the next two items for discussion contain matters of a sensitive nature and/or contractual detail.

F20/012 PUBLIC TOILETS DECORATING QUOTES

To receive three quotes for the exterior decoration of the public toilets

F20/013 PREFERRED SUPPLIERS/CONTRACTORS

To receive and agree a summary of Council's preferred suppliers and contractors, all of which have been reviewed by the Finance Chairman and RFO as part of the budget-setting process.

F02/014 CLOSE OF MEETING

Dated this 4th day of February 2020

Angie Hurren

Broadclyst Parish Council Clerk

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

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 parish office in advance on 01392 360269

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.