

Issue date: 27th August 2020
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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 is one matter of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month)

You are hereby summonsed to an Ordinary Council meeting of Broadclyst Parish Council which will be held on Thursday 3rd September 2020 virtually via Microsoft Teams at 17:30hrs via [Join Microsoft Teams Meeting](#) (Ctrl+click to follow the link) for the purpose of transacting the following business:

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AGENDA

F20/036 RECORD OF VIRTUAL ATTENDANCE

Present: to record Members present and the method / platform by which they are attending

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.

F20/037 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:

F20/038 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during virtual meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

F20/039 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 20th May 2020

(NB these draft Minutes have been accepted by Council at its meeting on 1st June 2020, however they have not been approved as a correct record by the Committee);

F20/040 END OF FIRST QUARTER ACCOUNTS

- i. To receive the bank reconciliations and balance sheet for the third quarter (01.04.2020 to 30.06.2020);
- ii. To receive the Income/Expenditure Financial Statement as at 30.06.2020;

F20/041 PAYMENT SCHEDULES

- i. To receive and approve retrospectively payment schedule for July 2020 (this would usually be approved by Full Council at the August meeting, however the Council did not meet in August this year).
- ii. To receive and approve the payment schedule for August 2020.

F20/042 DISCRETIONARY COMMUNITY GRANTS

To receive an application from Clyst Caring Friends for £2,000 towards the cost of separation of amenities in the Charity Shop from the Post Office.

F20/043 DOG BINS

To consider a request from a resident for an additional dog waste bin in the Queens Square / Scratch Arse Lane area (subject to agreement by service provider; landowner has agreed). The cost will be in the region of £300 (purchase and installation) plus the cost of its service pro rata for the remainder of the year – approx. £125)

F20/044 ACTION TRACKER

To note that all actions arising from 20th May 2020 have been completed.

To record any actions arising from this Committee meeting and to whom they have been allocated.

F20/045 PART B: CONFIDENTIAL ITEMS

The Chairman to propose that the meeting moves into Part B (exclusion of press and public) as the next item for discussion contains matters of a sensitive nature and/or contractual detail.

F20/046 BOWLING GREEN

To receive a report outlining costs of the bowls green maintenance.

F20/047 CLOSE OF MEETING

Dated this 27th day of August 2020

Angie Hurren

Broadclyst Parish Council Clerk and Responsible Finance Officer

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during virtual meetings

Members of the public are welcome to virtually 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. You can join the meeting as a guest by clicking the "Join Microsoft Teams Meeting" link at the top of this agenda.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. Your microphone will be unmuted when it is your turn to speak, and you will then be able to speak on that matter only. You can use the chat function to indicate that you wish to ask a question.

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; 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.

Inclusivity

We appreciate virtual meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

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 must 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.