

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING AGENDA

Agenda issue date: Saturday 25th February 2023

Meeting date: Thursday 2nd March 2023

Meeting time: commences 19:00hrs

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

PUBLIC NOTICE OF MEETING

There will be a Finance Committee meeting at the above time / place.

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 no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

COUNCILLOR SUMMONS

To: Broadclyst Parish Council Finance Committee Members:

Cllrs K Straw (Chairman), Jackson, Massey, Pepper, Rhodes, Taylor, Whitmarsh

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Committee Members are hereby summonsed to a Finance Committee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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AGENDA

F23/01 OPEN MEETING; RECORD OF ATTENDANCE

- i. The Chair to open the meeting. Where the Chair is not present, the Vice Chair will act.
- ii. **Present:** to record Members present.
- iii. **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 in advance 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.

F23/02 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:

F23/03 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 meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

F23/04 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 5th December 2022.

F23/05 PAYMENT SCHEDULES AND GRANTS

- i. To receive and resolve to approve retrospectively payment schedules for October – January 2023.
- ii. To receive and resolve to approve the payment schedule for February 2023, noting and approving in advance (subject to RFO/Finance Chairman agreement) any outstanding or expected 2022/23 invoices that may be received before 31.03.2023.
- iii. To consider any Coronation Community Grants (none received at time of publishing the agenda).

F23/06 BUDGET MONITORING AND INTERNAL CONTROL

End of Q3 Accounts

- i. To receive the bank reconciliations and balance sheet for the third quarter (01.10.2022-31.12.2022)
- ii. To receive the Council's third quarter accounts, including
 - a. Income/Expenditure Financial Statement as at 31.12.2022
 - b. balance sheet as at 31.12.2022
 - c. bank reconciliations to 31.12.2022
- iii. To receive Council's Budget Monitoring report to 31.12.2022
- iv. To note any virements required
- v. To note Council's VAT reclaim to 31.12.2022 has been submitted to HMRC.

F23/07 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.

F22/08 RISK MANAGEMENT REGISTER ANNUAL REVIEW

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

F23/09 PREFERRED SUPPLIERS / CONTRACTORS

To review and agree a summary of Council's preferred suppliers and contractors for 2022/23 and for 23/24.

NB: 2023 is an election year. Should the new council wish to review its suppliers/contractors, it should be noted that the budget for 23/24 has been set using quotes/prices of 22/23 suppliers and contractors.

F23/10 BANKING

- i. To confirm Council's banking arrangements
- ii. To consider options for the investment of CIL monies and opening an additional cashbook for CIL to increase transparency.
- iii. To confirm there have been no loans or borrowing during the year.

F23/11 ACTION TRACKER

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

F23/12 CLOSE OF MEETING

To close the meeting

Dated this 25th day of February 2023

Signed: *Angie Hurren*

Mrs A Hurren

Broadclyst Parish Council Clerk and Responsible Finance Officer

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during meetings

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.

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 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 permitted 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 cannot 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.

