

Present: Cllrs Bromley, Gent, Jackson, Pepper (Chair)

In attendance: Clerk

Members of public: 0

Finance Committee meeting

The Broadclyst Parish Council Finance Committee met on Thursday 21st April 2016 at 19:30hrs at the Sports Pavilions, Holly Close, Broadclyst; the following business was transacted:

MINUTES (Ratified 3 May 2016)

Press and public were welcome to attend.

There were 0 items for discussion under Part B (exclusion of press and public)

F16/1 APOLOGIES

The Committee resolved to receive apologies for absence from Cllr Massey (work), Vaughan (family), Wollacott (sabbatical)

F16/2 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs receive nor receipt of requests for new Disclosable Pecuniary Interest* (DPI) dispensations on items on the Agenda.

F16/3 FINANCIAL UPDATE

- i. The Financial Statement to 31st March 2016 was received.

The following year end figures were noted:

Total nett income			
1516	139,333.20	Earmarked	7,835.60
Total expenditure			
1516	<u>131,120.28</u>	General	352.13
Balance	<u>8,212.92</u>		8,187.73
less interest	<u>25.19</u>		
Total transfer to reserves	<u>8,162.54</u>		

- ii. The Bank Reconciliation to 31st March 2016 was received. It was noted there is a 5 pence discrepancy which the Internal Auditor advised should be written off.

- iii. It was noted 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

RESOLVED: It was proposed by Cllr Jackson to recommend the Financial Statement and Bank Reconciliation to Council for approval on Tuesday 3rd May 2016. The proposal was seconded by Cllr Gent, all Members were in agreement.

F16/4 AUDIT AND GOVERNANCE

- i. The Responsible Finance Officer presented the end of year accounts to the Finance Committee.
It was proposed by Cllr Jackson to recommend the accounts to Council; the proposal was seconded by Cllr Bromley, with all Members in agreement.
- ii. The Internal Audit for 2015/16 was carried out on 4th April 2016, the report from which was presented to the Finance Committee.
The Internal Audit process tests the Council's operation in accordance with the Accounts and Audit Regulations 2015, all areas tested have been found to be satisfactory. This is recorded on Section 3 of the Annual Return and also in the form of a report issues to the Council.
- iii. There was 1 minor recommendation made within the Internal Auditors report to introduce an additional check to ensure hall hire income has been accounted for.
It was proposed by Cllr Gent that an additional check be introduced for all hall hire income, that segregation of Members duties for third party checks to be formalised so as to prevent complacency arising, and that the Internal Auditors report be recommended to Council for formal recording. All Members in agreement, and so IT WAS RESOLVED.
- iv. Smaller authorities prepare their annual governance statement by completing Section 1 of the Annual Return. This is in the form of a number of statements, known as 'assertions', to which the authority needs to answer yes or no. The authority needs to have appropriate evidence to support its answer, for example a reference in a set of formal Minutes.
Broadclyst Parish Council considered each assertion in The Annual Governance Statement and was confident it met the requirements to give a 'yes' answer to each assertion.
- v. The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require all authorities to prepare a Statement of Accounts for each financial year in accordance with their proper practices.
The Statement of Accounts is Section 2 of the Annual return, and takes the form of a summary income and expenditure account and statement of balances. As Broadclyst Parish Council's gross income or expenditure has not been over £200,000 in 15/16 or 14/15, the statement has taken the form of a receipts and payments account.
Broadclyst Parish Council's Accounting Statement for 2015/16 was prepared using figures from the accounts, reconciled to the cashbook and bank reconciliations.
- vi. The Internal Auditor's contract is due for renewal for 2016/17; a draft contract had been drawn up with the option to end the contract at the end of any year (within 90 days of year-end). It was noted that there are very few suitably experienced people to carry out an Internal Audit; the current Internal Auditor has advised the Council on its development as it has adjusted to a much larger operation over the last 3 years.

- vii. It was proposed by Cllr Jackson to appoint South and West Internal Audit for 2016/17; all Members were in agreement and so IT WAS RESOLVED.

F16/5 OFFICE UPDATE

Cllr Gent gave a verbal report on progress with Council's office.

The report from the solicitor following her receipt of a copy of the proposed lease shows no major concerns. There will be a short delay whilst the legal process is completed; it is proposed to take occupancy under a licence in the interim, which the solicitor has also reviewed.

Estimated costs:

Rent £5,000 pa

Service charge £500 (10%) pa

Insurance c.£300

Electric c.£65 pcm

Broadband/phone c.£65 pcm

Business rates £1,331 (The property rateable value is £3,000, giving a rates bill of £1,452 for 16/17; 11/12^{ths} of this will be payable by the Council.)

It was noted the lease contains a break clause at 2 years, with 6 months' notice. After consideration, it was decided to revert to the original 3 year clean break clause to allow Council to consider alternative office space. Rent is due for review after 3 years.

The licence is due to start on 30.04.16, with the lease being signed once the legal process has been completed. Cllrs Massey and Gent have provided evidence of identity/address and been accepted by the solicitor as Councils' official representatives.

RESOLVED

It was proposed by Cllr Gent that the Council enter a formal lease agreement for the property Unit 7A, Philip House, Honiton Road, Exeter from 30.04.2016 for the purposes of providing the Council with office space for its staff.

The proposal was seconded by Cllr Jackson; all Members were in agreement. It was further noted by the Chairman that this resolution takes into account that the Council does not currently offer a 'front-desk' service, therefore the location is not of prime importance but over-ridden by need and convenience whilst remaining within fiscal limitations.

Post-meeting note: Following a conversation on 22nd April, the landlord has agreed to a 3 year clean break, with vacation thereafter on receipt of 6 months' notice.

F16/7 BUSINESS RATES

A report on the Council's business rates and implications for 2017/18 of leasing an office was presented to Council. The situation with regard rates on council-maintained toilets is likely to change as the National Association of Local Councils continues to lobby parliament, but as things currently stand a second premises of over £2,600 will cause the loss of the small business rates relief on the toilets.

Should the situation not be resolved, there are various options for the future management of the toilets which will need to be addressed later in 16/17 as Council considers its financial liabilities for the 17/18 financial year.

F16/8 PUBLIC RELATIONS BUDGET

A report on the recent Twinning visit in relation to the financial processes was presented to Council. The visit had been a great success, with more families than ever taking part in the 2016 visit.

Expenditure of the budget allocation for the visit is broken down below:

Coach hire	£ 900
Barn dance band	£ 400
Hall hire	£ 156
Catering	£ 420
Total	£1,876

Future work of the Twinning Association includes:

- Continuing to run monthly film nights at the Victory Hall. Twinning is promoted at these by the showing of DVDs and CDs of Twinning events (France and UK) before the main film.
- A twinning stall at Fun Day.
- The Broadclyst Under 11 football team will take part in a tournament in PL the first weekend in June. Parents, coaches and members of BTA will accompany the team.
- Some members of BTA will take British produce to sell at the French Christmas market in PL in December.
- In previous years other community groups have joined the Twinning group for the bi-annual visit to France; it is hoped to encourage another group to join in next year. This will be publicised via the Broadsheet and through personal contact.
- Updating the Twinning article on the Parish website
- Continuation of links with the schools and their involvement encouraged.

Looking forwards to improve the process for the future, it was identified that one point of contact for finances would make for a smoother process, together with a list of expenditure and anticipated amounts being submitted to the Clerk well in advance to allow for the set-up of new suppliers.

F16/9 BROADCLYST FUN DAY

A brief report on the forthcoming Fun Day (Saturday 25th June 2016) was given. The Risk Assessment has been completed, with additional policies to be considered by the committee including lost children.

Stewards briefing will be on 10th June, with the final briefing on 23rd June.

F16/10 PARISH TOGETHER GRANT

The Council has received notification of the Parish Together grant award of £2,902.70 in conjunction with the parishes of Clyst Honiton, Cranbrook, Poltimore and Rockbeare to purchase an outdoor events PA system and to carry out detritus clearance on the rivers Clyst and Cranny.

RESOLVED: It was proposed by Cllr Jackson to accept the award; all members indicated their agreement.

It was noted funds must be spent by 30 March 2017. The Chairman and Clerk signed the award offer letters, one copy of 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

The meeting closed at 21:50hrs

Signed:.....

Print:.....

Date:.....

**ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY
REQUEST.**

APPROVED