

Members of Broadclyst Parish Council's Finance Committee

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

in attendance: Clerk

Members of Public: 0

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Finance Committee meeting

There was a meeting of Broadclyst Parish Council's Finance Committee on Thursday 21st January 2016 at 19:30hrs in the Pavilions, Holly Close, Broadclyst where the following business was transacted:

Press and public were welcome to attend.

MINUTES (ratified 01/02/2016)

NB: There were 0 matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) this month:

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F16/1 APOLOGIES

The Committee resolved to accept Apologies for absence from Cllr Vaughan

F16/2 DISCLOSABLE PECUNIARY INTEREST

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

Standing Orders were suspended:

16/3 PUBLIC QUESTIONS

There were no questions from members of press or public on items on this Agenda

The meeting will reconvened under Standing Orders

F16/4 FINANCIAL UPDATE

- a. The Financial Statement to 31st December 2015 was presented to Council
- b. The Bank Reconciliation to 31st December 2015 was presented to Council

It was proposed by Cllr Pepper, seconded by Cllr Gent, with all members in agreement that both of the above documents be recommended to Council when it meets on 1 February 2016 for approval.

F16/5 PRECEPT AND BUDGET 2016/17

The Committee noted that the precept demand for 2016/17 has now been submitted to EDDC.

F16/6 COUNCIL AUDIT 2015/16

- i. It was noted that the date for the internal audit for the year ending 31 March 2016 has been set for Monday 4th April 2016
- ii. The Committee noted that external auditor appointments will be done by a new company, Smaller Authorities' Audit Appointments Ltd., for a five year period from the financial year 2017/18 and that costs for 15/16 will be £400. It was decided not to opt out.
- iii. The Committee considered the Council's Statement of Internal Control for 2015/16; it was proposed by Cllr Gent, seconded by Cllr Bromley with all Members in agreement to approve the Statement of Internal Control.
- iv. The Committee carried out an annual review Council's Financial Risk Management Policy. It was proposed by Cllr Gent, seconded by Cllr Pepper to approve the Risk Management Policy.

F16/7 ASSET REGISTER

An annual review of the Council's Asset register was undertaken. The following was noted:

- Buildings value is based on build cost in 2000; it was decided to seek a valuation for rebuild costs – Clerk to speak to Insurance company to ascertain how best to do this (independent assessor etc.)
- Clyst room disposal – Council resolved to approve the Finance Committee's recommendation to dispose of the asset at its meeting on 7th December (minute ref: F15/16i and 15/202). A discussion took place as to how this was best to be done and it was proposed by Cllr Gent that
 - The Chairman and Clerk will liaise with an Agent to put the property on the market.
 - Advice on how best to market the property (auction, sealed bid, reserve amount) be sought from the Agent
 - The Chairman will report back to Full Council before the advert is placed
- Depreciation. The Clerk explained that in Local Councils the accounting works slightly differently than in standard business. Assets are not depreciated; instead an items anticipated lifespan is calculated along with replacement value, and an annual amount is put into reserves for its replacement.

RESOLUTION: It was proposed by Cllr Pepper to approve the Asset register, seconded Cllr Gent. All in favour.

F16/8 STANDING ORDERS AND FINANCIAL REGULATIONS

The Committee carried out a routine review of the Council's Standing Orders (last date of review Aug 2014) and Financial Regulations (last date of review May 2014). Financial Regulations were updated to include a section for online payments as follows:

Section 6.7 Online Payments

Background:

The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for 2 elected members to sign cheques and other orders for payment.

Procedure:

- i. The Parish Clerk will present a draft payment schedule to Council for approval
- ii. The Parish Clerk will create an online payment list from the approved payment schedule
- iii. A signatory Councillor will authorise the payments online
- iv. A third party check will be carried out by a non-signatory Member once payments have been completed.
- v. Where a new recipient is added, a test payment of £1 will be made. The recipient must confirm receipt of the test payment prior to any further payments being made.

RESOLUTION: It was proposed by Cllr Pepper to approve the reviewed Standing Orders and updated Financial regulations. The proposal was seconded by Cllr Gent with all Members in favour.

F16/9 COMMUNITY GRANTS

- i. The Committee reviewed Council's Community Grant policy, which includes confirmation the Council fulfils the criteria to use the General Power of Competence.
 - ii. A summary of community grants awarded in the 2015/16 financial year was received
 - iii. A summary of the Cranbrook Community Fund to 31 December 2015 was received
- RESOLUTION: It was proposed by Cllr Gent to accept the reports, seconded by Cllr Pepper, with all members in agreement.

F16/10 YMCA SERVICE LEVEL AGREEMENT

The Committee received an update from Broadclyst VIP's regarding the Local Youth Network grant balance for the YMCA Youth Club SLA. It was noted the Autumn and Spring term invoices are now due.

F16/11 CLOSE OF MEETING

The meeting closed at 21:30hrs

Signed:.....

Print:.....

Date:.....

**ALL DOCUMENTS ARE 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 introduce and outline the Agenda item to be discussed. The public will then be able to speak on that matter only.

- 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 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.