



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

In attendance: Clerk

Members of public: 0

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

Finance Committee meeting

There was a meeting of the Broadclyst Parish Council Finance Committee on Tuesday 12th July 2016 at 20:00 hrs at the Sports Pavilions, Holly Close, Broadclyst at which the following business was conducted:

MINUTES (draft)

Press and public were welcome to attend.

There was 1 item for discussion under Part B (exclusion of press and public) in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to its contractual nature

F16/12 APOLOGIES

Apologies were received from Cllr Staddon (work commitment)

F16/13 DISCLOSABLE PECUNIARY INTEREST

There were no Declarations of Interest not currently on Councillors' ROIs noted, nor receipt of requests for new Disclosable Pecuniary Interest dispensations.

F16/14 FINANCIAL UPDATE

- i. The Financial Statement to 30 June 2016 was presented to the Finance Committee; balances are summarised in the table below:

	Budget 16/17	Actual at 30.06.2016
Income	£213,785.00	£102,957.00
Expenditure	£213,785.00	£56,688.00
General Reserves		£12,744.00
Earmarked Reserves		£26,734.00

It was noted the first quarter contains annual costs including subscriptions and insurance. The following 3 additional points were noted:

- a. Office set up and running costs, £4,749.65 to date, did not have a separate budget allocation in this financial year. This was because when the budget was set in December 2015 for 16/17 it was unknown how/when office space would be provided. It was agreed that the costs in relation to this expenditure for 16/17 be transferred from general reserves fund and then repaid to reserves in 17/18, with a new allocation included in future budgets from 17/18 for running costs.
- b. The new play area gate has been paid for up front by the Council, however the total cost of the project to replace the gate will be recouped from Section 106 monies. EDDC has agreed the expenditure and will be invoiced for the project on completion.
This will show in the next quarter's financial statement as S106 income.
- c. Broadclyst VIP's applied for a grant to purchase PPE, signage and other community resilience equipment, however this has been purchased by the Parish Council as it was able to negotiate a competitive price with existing suppliers. VIP's have been invoiced for the spend and will reimburse Council accordingly.

RESOLUTION: It was proposed by Cllr Gent that the first quarter financial statement be recommended to Council for approval; this proposal was seconded by Cllr Massey with all Finance Committee members in agreement.

- ii. The Bank Reconciliation to 30 June 2016 was presented to the Committee, summarised as follows:

Current account	£60,155.09
Reserves	£34,896.74
Total in bank 30.06.2016	£95,051.83
Cashbook balance 01.06.2016	£107,717.44
Income in June 2016	£128.00
Expenditure in June 2016	£22,486.46
Uncleared funds	£9,731.22
Balance	£85,358.98

RESOLUTION: It was proposed by Cllr Gent that the bank reconciliation for June 2016 be recommended to Council for approval; this proposal was seconded by Cllr Massey with all Finance Committee members in agreement.

- iii. It was noted that the VAT reclamation up to 30 June 2016 has been submitted to HMRC in accordance with Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

F16/15 BROADCLYST FUN DAY

A financial report on the 2016 Fun Day which was held on 25th June was presented to the Committee. The day had been a great success, with no incidents or accidents occurring. It was estimated that approximately 1,300 people enjoyed the day. A total of £3,420 was paid into the 'pot', which will be returned to the local community groups which took part in the event.

Income		Expenditure	
Pitch fees	£255.00	Appalacian dancers	£200.00
Donations	£588.26	Magician	£275.00
Pot'	£2,576.78	PA	£150.00
	£3,420.04	First Aid	£125.00
To come: bar donation (will be carried forwards)		Generators & fuel	£115.00
		Gazebos	£186.96
		Banners (pot)	£208.25
		Misc.	£366.56
			£1,626.77
For return:			
Pinhoe scouts	£970.00	Broadclyst Pavilions	£50.00
Clyst caring	£240.00	Broadclyst Youth Club	£150.00
Broadclyst Bowls	£500.00	Pinhoe Dolphins	£60.00
Broadclyst Twinning	£160.00	Pinhoe Guides	£70.00
Broadclyst Gardening	£165.00	Broadclyst Brownies	£210.00
		Broadclyst Community	
Broadclyst Toddlers	£50.00	Café	£85.00
Broadclyst Theatre	£100.00	Hele society	£170.00
Broadclyst VIP	£170.00	Babbacombe ASA	£50.00
Broadclyst Vikings	£160.00	Broadclyst Church	£50.00
Total to be returned: £3,420.00			

Fun Day / community consultation event assets

The Clerk was instructed to prepare a list of additional equipment to buy/hire for 17/18 and onwards, to present to the Finance Committee when it sets its budget in the autumn.

F16/16 PARISH TOGETHER GRANT

It was noted that a PT application for Smartwater has been submitted and Council noted it is happy to consider further projects for the year. The Clerk will liaise with Cllr Gent to deliver the river detritus project.

F16/17 ACCOUNTING CONTROL SYSTEM - MID MONTH PAYMENTS

The Clerks report regarding mid month payments was received.

RESOLUTION: It was proposed by Cllr Massey to resolve to accept the recommendations contained within, namely that where the due date for payment is before the next scheduled Meeting of the Council, and payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, the invoice be paid providing the RFO certifies that there is no dispute or other reason to delay payment.

This proposal was seconded by Cllr Vaughan, with all Finance Committee members in agreement.

F16/18 BANKING

RESOLUTION: It was proposed Cllr Massey to resolve to add Alison Marshall to have bank access, on a view only basis in the same way as the Clerk, and to complete the mandate accordingly. The proposal was seconded by Cllr Gent with all Finance Committee members in agreement.

The meeting moved into Part B due to the contractual nature of the business to be transacted

F16/19 OPERATIONAL QUOTES

All contracted services and Council suppliers were reviewed prior to starting the 17/18 budget-setting process.

RESOLUTION: It was proposed by Cllr Massey that Council has exercised due diligence in identifying suppliers and contractors who offer excellent value for money, provide a reliable and quality service, are flexible, and demonstrate continued good customer service that there was no requirement to seek tenders/quotes for works for the forthcoming year.

The proposal was seconded by Cllr Bromley, with all Finance Committee members in agreement.

It was noted that should enquiries for suppliers to submit contracts / quotes to the Council they would be welcomed and considered as part of Council's ongoing commitment to safeguarding public money (Governance and Accountability for Smaller Authorities 2016)

The meeting moved back from Part B (exclusion of press and public)

F16/20 CLOSE OF MEETING

The meeting closed at 21:07hrs

Signed:.....

Print:

Date:

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