

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

In attendance: Clerk

Members of public: 0

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Extraordinary Council meeting

There was an Extraordinary meeting of the Council on Thursday 31st March 2016 at 19:30hrs, at the Sports Pavilions, Holly Close, Broadclyst for the purpose of conducting the following business:

Press and public were welcome to attend.

MINUTES

(Ratified 4th April 2016, Minute ref: 16/60 –with no amendments to published draft)

NB: There were no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) at this meeting

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16/58 APOLOGIES

Apologies for absence were received from Cllrs Baker (holiday), Massey (holiday), Vaughan (illness) and Wollacott (work).

16/59 DISCLOSABLE PECUNIARY INTEREST

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

Standing Orders were suspended:

16/60 PUBLIC QUESTIONS

There were no public question time on items on this Agenda.

The meeting reconvened under Standing Orders

16/61 COUNCIL AUDIT 2015-16**i. Annual Review of Risk**

The Council carried out its annual review of the Council's risks, looking at all areas of operation, considering if current procedures are adequate and highlighting any further mitigations need be applied.

One area in which it was felt improvements could be made is regarding non-payment of invoices; it was suggested the introduction of a debtors policy be investigated, together with the possibility and legality of adding a late payment charge to invoices. Council doesn't raise many invoices but as the income does constitute part of the budget there is a low risk to Council if debts are not paid.

ACTION – Finance Committee to look at this in conjunction with advice from NALC
It was proposed by Cllr Staddon that Council has reviewed its operational, financial and procedural risks; the proposal was seconded by Cllr Jackson who is happy

ii. Audit Schedule

The audit schedule for 2015-16 was received. Proposed Cllr Jackson, seconded Cllr Staddon

iii. Declaration Of Status Of Published Accounts

It was noted that the Statement of accounts for Broadclyst Parish Council will be published on Thursday 2nd June 2016

iv. Period of Exercise of Public Rights

It was noted the Period of Exercise of Public Rights, will be between Friday 3rd June and Friday 15 July 2016, by appointment only and during office hours.

16/62 CLOSE OF MEETING

The meeting closed at 20:34

Signed.....

Print.....Date.....

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PRINT BY REQUEST.**