19, New Buildings
Broadclyst
Exeter
EX5 3EX
www.broadclyst.org

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

In attendance: Clerk/RFO

Members of public: 0

Finance Committee Meeting

Tuesday 15th November 2016

19:30hrs

Green Room, Victory Hall, Broadclyst

Press and public were welcome to attend.

The Finance Committee met at the above time/place for the purpose of conducting the following business

MINUTES (Draft)

NB: Agenda item **F16/26** met the criteria for discussion under Part B (exclusion of press and public) due to its contractual nature

F16/21 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 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.
Apologies were accepted from Cllrs Francis (illness), Massey (work), Staddon (work).

F16/22 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 Town Clerk in advance of the meeting.

F16/23 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, take questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

F16/24 FINANCIAL UPDATE

a. The Bank Reconciliation to 31st October 2016 was presented to Council.

b. It was noted that the VAT reclamation up to 30th September 2016 for £1,432.36 has been submitted to HMRC in accordance with Part II, Reliefs, Exemptions and Payments, Section 33, (3) (a) of the VAT Act 1994

RESOLUTION: It was proposed by Cllr Gent to approve the bank rec; seconded by Cllr Pepper and unanimously agreed.

F16/25 STAFFING

It was noted that the Staffing Committee will meet before Council's Ordinary meeting on 5th December 2016 to transact the following business, financial implications from which will need to be applied to the draft budget at that meeting:

i. **Staff Annual Appraisals**
To receive a report following internal annual staff reviews

ii. **Training and CPD**
To receive a report on in-house training requirements for staff, Members and volunteers.
To receive a report on continuing professional development

iii. **Pension update**
To receive an update on the current LGPS members

The Chairman proposed and it was resolved by all Members present the meeting move into part B conditions to discuss the following item due to the confidential and contractual natures in accordance with the Public Bodies (Admission to meetings) Act 1960 1(2).

F16/26 PREFERRED SUPPLIERS /CONTRACTORS

i. A report was received regarding changes to contractors rates, SLA costs, and additional works for 2017/18. The playing fields contract is due to increase by 2.5%; the contractual detail in both the visibility splay grass cutting contract and the SLA for Youth Work have been reviewed and details regarding these increases were reported.

ii. It was noted the Clerk has incorporated indications from Council's committees in the draft figures that will be considered in F16/28. The Neighbourhood Plan Officer submitted her budget bid. There was a report regarding the relaunch of Broadclyst VIP's, in which the Clerk recommends a small amount of £500 be allocated to support the cost of the relaunch. .

The Chairman declared the meeting move back out of part B conditions; it was noted that Members of press and public were able to join the meeting and recording equipment could be be switched on from this point.

F16/27 CLYST ROOM

The potential conversion of the Parish Council-owned Clyst Room and the land in front of it into a Parish Council works store and small compound was discussed.

It was noted that the Parish Council's adopted Standing Orders (7a) states that "a previous decision [of the Council] shall not be reversed within 6 months".
The decision to market the Clyst Room was recommended by the Finance Committee on 19 November 2015 (Minute ref: F15/16) and ratified by Full Council at its meeting on 7 December 2015 (Minute ref: 15/202iii).

The Council has identified a need for additional storage for community resilience and parish maintenance equipment; the storage facility at the Pavilions is full and unsuitable for storage and easy access of this equipment. Creation of a secure storage area would enable much of the equipment stored outside at the Pavilions to be relocated; to negate the need to rent/lease an alternative storage facility.

Regard was given to the current use of the parking spaces by local residents. Planning permission would be required for change of use. Use of the Clyst room to be discussed by Full Council on 5 December, accompanied by quotes for the work.

It was noted the decision was not an easy one to make and it was agreed a site visit be called, all impacts considered, and quotes obtained for the work. Once this has been done, the decision will be one for Full Council to make at an Ordinary meeting.

F16/28 BUDGET FOR 17/18

- **i.** The draft budget and budget report from the Clerk/RFO was presented to Council. The Chair of Finance reported the budget had been prepared with consideration to current Council operation and workload and to address issues which have been identified during the year, in particular regarding the lease of a parish vehicle and creation of a second handyman role.
  The Finance Chairman reported to the Committee that the budget includes support for village groups through the community grant scheme; the work carried out by such groups is invaluable to the quality of village life and thanks are due to all who put their efforts into running all community clubs and associations.
  RESOLUTION: It was proposed by Cllr Gent to recommend the draft budget as far as it is able to be set without the Staffing Committee report, to Council.
  The proposal was seconded by Cllr Bromley with all Members unanimous in agreement.
- **ii.** It was not possible to recommend a final budget and precept demand for 17/18 until such time as the staffing committee report has been finalised. This item was deferred for consideration at Council's 5 December 2016 full council meeting

F16/29 TO CLOSE THE MEETING

The meeting closed at 21:40hrs

Signed:………………………………..

Print:………………………………….

Date:………………………………….

ALL DOCUMENTS AVAILABLE IN LARGE PRINT BY REQUEST.