



19, New Buildings
Broadclyst
Exeter
EX5 3EX

www.broadclyst.org

Present: Chairman Cllr Jackson
Members: Cllrs Baker, Pepper
In attendance: Clerk, Asst. Clerk

Also present: Cllr Gent (non-committee member)
Members of Public: 0

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Members of the Press and Public were welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There was a Finance Committee Meeting which will be held on **Thursday 25th January 2018** at **19:30hrs** in the **Sports Pavilions, Holly Close, Broadclyst** for the purpose of transacting the following business:

MINUTES (Draft)

NB: There was 1 matter of a confidential and contractual nature which the Clerk recommends should be dealt with under Part B (exclusion of press and public)

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F18/01 APOLOGIES

The Committee resolved to accept apologies from Cllrs Massey and Wollacott (work), and Bromley (prior engagement).

F18/02 DISCLOSABLE PECUNIARY INTEREST

None reported

Standing Orders were suspended:

F18/03 PUBLIC QUESTIONS

There were no questions on items on this Agenda

The meeting reconvened under Standing Orders

F18/04 DATES OF FINANCE COMMITTEE MEETINGS FOR 2018

The Committee discussed the frequency of, and set the dates for, Finance Committee meetings in 2018.

RESOLVED: It was noted the levels of work for this Committee varies throughout the year, with governance and procedural matters forming a larger part of its work as the Council's operation expands. It was decided to remain at quarterly reporting to Council with additional governance meetings called on an ad hoc basis. Proposer: Cllr Jackson, seconder Cllr Baker – unanimous.

REPORTING AND ACCOUNTS**F18/05 FINANCIAL UPDATES**

- a. The Committee received the Financial Statement to 31st December 2017, including a report on variances and recommendations for virements within the 2017/18 budget.

RESOLVED: It was proposed by Cllr Pepper that the following virements be agreed:

Expenditure	Year to date	17/18 budget	Virement	Source	Reason
Telephone	£1,071	£1,000	£500	Handyman budget	To cover additional cost of superfast Broadband in office
Art/culture	£3,000	£500	£2,500	Handyman budget	For the commemorative benches for QEII 90 th birthday
Dog bins	£940	£900	£200	Maintenance	To increase emptying frequency of all bins to 3 times a week
Refuse disposal	£487	£400	£100	Maintenance	To cover increased cost to 17/18 service charge

The proposal was seconded by Cllr Baker, and unanimously agreed.

- b. To receive Council's Bank Reconciliations to 31st December 2017

RESOLVED: It was proposed by Cllr Pepper that the bank reconciliation to 31.12.2017 be approved. The proposal was seconded by Cllr Baker, and unanimously agreed.

All the above will be reported to Council for ratification when it meets on 5 February 2018.

F18/06 PRECEPT 2018/19

It was noted that the 2018/19 precept demand for £351,368 (including Council Tax Support Grant of £399) has been submitted to EDDC (deadline 22nd January 2018).

F18/07 INCOME/EXPENDITURE

It was noted that the accounts for this year will be reported as income and expenditure rather than the previous receipts/payments format.

This will necessitate a re-stating of year-end figures for 2016/17 to include year-end creditors, debtors, and accruals.

GOVERNANCE AND ACCOUNTABILITY**F18/08 INTERNAL AUDIT**

The Council's Internal Audit report was received. It covered:

Work completed 13 December 2017**Purchases and cash payments**

- Walkthrough of purchase systems
- Controls testing on a sample of purchases
- Tender/quotation process review
- Review of bank reconciliations
- Staff permissions and segregation of duties
- Staff expense claims
- Related party transactions
- VAT treatment and reclaims

Financial monitoring and budgeting

- Approval of budget by council
- Financial information provided to councillors
- Finance Committee meeting frequency and appropriate review

Income and cash receipts

- Confirmation of precept amount and receipt in full
- Processes and controls around cash receipts
- Review of investments and investment policy
- Bad debt recovery procedures

Risk management

- Councillor interests and related parties
- Review risk register

RESOLVED: It was proposed by Cllr Pepper to accept the report and to action the minor recommendations contained within, namely: to increase 3 quotes limit to £1,000; to establish a process for verifying changes to bank details; to continue training of second staff member in the Finance software; for senior staff to complete a declaration of interests. Proposal was seconded Cllr Baker. Unanimously agreed.

F18/09 RISK MANAGEMENT

The Internal Auditor's report stated that:

"The risk register is laid out in an appropriate format and considers both the likelihood of each risk as well as the potential impact it could have. Furthermore, the risk details out the main controls that are in place to mitigate each risk and covers the main risks that would be expected."

The Committee carried out its annual review of the Council's Risks, and added a section for GDPR compliance and that a test payment is carried out to new BACS recipients.

RESOLVED: It was proposed by Cllr Baker that the reviewed risk register be agreed and recommended to Council for ratification. Seconded by Cllr Pepper, unanimous.

F18/10 DEBIT CARD

RESOLVED: It was proposed by Cllr Baker to apply for a debit card with Council's bank so online and telephone purchases can be made without necessitating the use of the Clerk's personal cards. Seconded by Cllr Pepper, and agreed unanimously.

F18/11 STATEMENT ON INTERNAL CONTROL

The Committee considered Council's Statement on Internal Control for 2017/18

RESOLVED: It was proposed by Cllr Pepper that the draft Statement be agreed and presented to Council for ratification. Seconded by Cllr Baker – unanimous.

F18/12 FINANCIAL REGULATIONS

The Committee carried out a routine review of the Council's Financial Regulations (last review Jan. 2017) and made the changes as recommended by the Internal Auditor.

RESOLVED: It was proposed by Cllr Baker that the revised Financial Regulations be agreed and presented to Council for ratification. Seconded by Cllr Pepper – unanimous.

F18/13 STANDING ORDERS

The Committee carried out a routine review of the Council's Standing Orders (last review Jan. 2017) and made the changes as recommended by the Internal Auditor.

RESOLVED: It was proposed by Cllr Pepper that the revised Financial Regulations be agreed and presented to Council for ratification. Seconded by Cllr Baker – unanimous.

F18/14 ASSET REGISTER

The Committee carried out a routine review of the Council's Asset Register (last review Jan. 2017) noting the correct recording of new and scrapped assets.

RESOLVED: It was proposed by Cllr Pepper that the revised Asset Register was an accurate record of Council's Assets, and that it be agreed and presented to Council for ratification. Seconded by Cllr Baker – unanimous.

F18/15 CONFIDENTIAL ITEMS – PART B

The Chairman proposed that the public (including the press) be excluded from the meeting for the next item as exempt information, as set out below, is likely to be disclosed. Agreed by all. Cllr Gent, present as a member of public (non-committee member), left the meeting.

STAFFING**F18/16 NEIGHBOURHOOD PLAN OFFICER OVERTIME**

The Committee received a request from the Clerk for overtime payments to be made to the Neighbourhood Plan Officer in relation to evening Steering Group meetings. The Finance Chairman noted that the Clerk has delegation as staff Line Manager to authorise occasional overtime, but due to the regularity of steering group meetings the additional fiscal impact should be approved by Members. Overtime will be paid at standard rate for the post.

RESOLVED: It was proposed by Cllr Baker that the overtime be agreed and recommended to Council for ratification. Seconded Cllr Pepper. Unanimously agreed.

F18/17 CLOSE OF MEETING

The meeting closed at 20:50hrs

Signed:

Print:

Dated:

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