

**Attendance list:****Chairman Cllr K Straw****Members: Cllrs Chamberlain, Massey (from 20:01hrs), Pepper, Rhodes, Staddon, Waldron.****MOP: 2**

19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org**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)

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

There was a Broadclyst Parish Council Finance Committee meeting held on Thursday 26th November 2020 virtually via Microsoft Teams at 19:30hrs for the purpose of transacting the following business:

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MINUTES

F20/052 RECORD OF VIRTUAL ATTENDANCE

Present: Members present and the method / platform by which they are attending are recorded on the previous page; the meeting was held via Teams with all Members attending via video link.

Apologies: There were no apologies received.

F20/053 DISCLOSABLE PECUNIARY INTEREST

The Chairman reminded Members to declare any personal and pecuniary interests.

Standing Orders were suspended:

F20/054 PUBLIC QUESTIONS

There were no questions from members of public present at the time, however as the FC representative was expected, the Chairman moved on with the next item with agreement from the Committee to invite him to speak on item F20/059.

The meeting reconvened under Standing Orders

F20/055 MINUTES

The Committee received for approval draft Minutes from the Finance and Governance Committee meeting on 3rd September 2020

Resolution: It was proposed by Cllr Waldron and seconded Cllr Rhodes that the draft Minutes be approved, this was unanimously agreed. **Resolved.**

F20/056 END OF SECOND QUARTER ACCOUNTS

- i. The Committee received the bank reconciliations and balance sheet for the second quarter (01.07.2020 to 30.09.2020):
Cashbook 1: £2,563.18; Cashbook 2: £505,413.64; Balance sheet: current assets £514,798, current liabilities £0, general reserves £369,713, EMR £145,085 as at 30.09.2020.

Resolution: It was proposed by Cllr Pepper and seconded by Cllr Waldron to accept both bank reconciliations and the balance sheet; this was agreed by the majority with one abstention. **Resolved.**

- ii. The Committee received the Income/Expenditure Financial Statement as at 30.09.2020; Income: £401,347 (98.1%); Expenditure: £146,593 (39.2%).
The Responsible Finance Officer (RFO) reported that income at the Pavilions and from advertising had been significantly reduced due to forced Covid closures, this had been partially offset by external support to Bishops Clyst Parish Council which had generated £3,241 unbudgeted income. The RFO further highlighted an overspend in the subscriptions budget line due to Office 365 subscriptions being set against that cost code (recommendation in budget to ensure provision for this).
Resolution: It was proposed by Cllr Pepper and seconded Cllr Waldron that the Committee accepts the end of Q2 Income/Expenditure report. This was fully agreed. **Resolved.**

F20/057 BUDGET MONITORING AND INTERNAL CONTROL

- i. The Committee received the Council's Budget Monitoring report to 30.09.2020. Questions/comments were invited; the disruption because of Covid-19 on planned works / projects was noted.
- ii. The Committee considered the one virement proposed in the report, to moving of £300 from Broadclyst pitch to Westclyst pitch budget allocation.
- iii. It was noted that the Council's VAT reclaim for the period 01.04.2020 to 30.09.2020 for £6,752.42 has been submitted to HMRC.

Resolution: It was proposed by Cllr Pepper and seconded Cllr Rhodes that the budget monitoring report be accepted, virement agreed, and VAT claim noted. All Committee agreed. **Resolved.**

F20/058 DISCRETIONARY COMMUNITY GRANTS: 1st Pinhoe Scouts

The Committee received an application from 1st Pinhoe Scouts for £1,000 towards the cost of buying and installing a "black light infrared heater system" at the Scout hut. This will be more economical and environmentally friendly, as well as helping the group to continue to meet with windows open as part of their Covid-mitigations.

Cllr Staddon declared an interest in this item and did not vote.

Proposal: It was proposed by Cllr K Straw to award the requested £1,000 with an additional up to £500 match-fund for any further fundraising carried out before the 28th February 2021. Vote: 5 in favour, 1 abstention.

Resolution: Majority vote, motion carried to award £1,000 plus up to a further £500 match funded.

F20/059 DISCRETIONARY COMMUNITY GRANTS: Broadclyst Football Club

To receive an application from Broadclyst Football Club for £2,833 - £4,433 towards the cost of providing shelters and barriers on the Broadclyst football pitch. This is "to increase the aesthetics of the as a sporting venue and provide protection against dog fouling and unnecessary wear and tear".

The FC Chairman attended, and Standing Orders were temporarily suspended to allow him to explain and take questions on the application. It was decided to split the application into two parts: shelters and barriers, with Council considering the application for shelters (dug outs) first. It was noted that the dug outs were mainly for the benefit of youth players; they were mobile and would be put up / taken down as needed to prevent them being damaged or causing an additional obstacle for the tractor mower. The Club has funds of its own through fundraising to pay for one and part-pay for the second, the grant application for £2,000 would fund their deficit.

Proposal: It was proposed by Cllr Pepper to award £2,000 towards the cost of the shelters, subject to suitable storage being agreed. This was seconded by Cllr Rhodes with a unanimous vote to approve the grant. **Resolved.**

Council delegated to the Clerk and Cllr Pepper as Chairman of the Sports Pavilions Committee to agree storage.

The second part of the grant for barriers was withdrawn by the FC Chairman as the maximum large grant of £2,000 had been awarded.

Cllr Massey joined the meeting at 20:01hrs

F20/060 BUDGET FOR 2020/21

The Committee received the first draft budget and worked through each figure line by line. It was noted that the staffing figures were not yet available and that this first run through was for operational costs only.

The following significant proposed changes were agreed:

- **Income**
 - Reduced income from Pavilions and advertising continuing into 21/22;
- **Expenditure**
 - Administration: largely held as 21/22 with budget allowing routine IT replacement and 5% increase on youth SLA
 - Grants: Increased to allow for Christmas lights in new communities
 - Accommodation: slight increase to allow for inflation/increase in maintenance/service charge;
 - Public Relations: broadsheet increased to allow for more copies on recyclable paper; budget for budget community consultation;
 - Maintenance: parish truck costs reduced to reflect age of vehicle, reduced football pitch and public open space maintenance costs;
 - Capital purchases: an allocation to buy maintenance equipment;
 - Public Toilets: provision for new handwash unit in the gents toilet;
 - Pavilions: running maint costs reduced as taken in-house, inflation allowance for utilities;
 - Bowls green: in house maint with budget to buy seeds/fertilizers
- **New items**
 - Food bank: this will be a new allocation for 21/22; it is hoped that grant funding will be available to help delivery of this support.
 - Community connector: a new budget line to fund a community connector to address loneliness and social isolation in the parish

Contingency allocations were discussed, as was the level of general reserves and earmarked reserves categories.

The Committee agreed the operational budget with the above changes: this was a first look and excludes staff costs, a full draft budget using these operational figures and staffing figures will be presented to Council for approval at its January 2021 meeting.

F20/061 ACTION TRACKER

It was noted that all actions arising from 3rd September 2020 have been completed.

Actions arising from this Committee meeting:

- To liaise with the FC, Pavilions Management Committee, and National Trust to identify suitable storage for the mobile dugouts (Clerk, Cllr Pepper);
- Staffing Committee to set staffing reserve figure (Staffing Committee);
- Agenda item for full council: to move Finance Committee to bi-monthly meetings (Clerk);
- Cllrs Gent and Rhodes to support the Pavilions Management Committee look at alternatives to the Andrews water heater (Cllr Gent/Rhodes/Pepper).

F20/062 CLOSE OF MEETING

The meeting closed at 20:45hrs.

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT