

Members present: Chairman Cllr K Straw
Cllrs Gent (attending for Cllr Waldron), Massey, Pepper, Staddon,
Member of public: 1
In attendance: Clerk, Deputy Clerk



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 three matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

There was a Finance Committee meeting of Broadclyst Parish Council which will be held on Thursday 25th March 2021 virtually via Microsoft Teams at 19:30hrs for the purpose of transacting the following business:

Minutes Index

F21/011 RECORD OF VIRTUAL ATTENDANCE	35
F21/012 DISCLOSABLE PECUNIARY INTEREST	35
F21/013 PUBLIC QUESTIONS	35
F21/014 MINUTES	35
F21/015 FINANCE	35
F21/016 RISK MANAGEMENT REGISTER ANNUAL REVIEW	36
F21/017 RELATED PARTIES	36
F21/018 FIXED ASSET REGISTER.....	36
F21/019 STATEMENT OF INTERNAL CONTROL	37
F21/020 DELEGATION SCHEME.....	37
F21/021 INTERNAL AUDIT.....	37
F21/022 ACTION TRACKER	37
F21/023 CONFIDENTIAL ITEMS	37
F21/024 PREFERRED SUPPLIERS/CONTRACTORS	37
F21/025 INVESTMENT	38
F21/026 PLANNED WORKS.....	38
F21/027 CLOSE OF MEETING.....	38

MINUTES

F21/011 RECORD OF VIRTUAL ATTENDANCE

Present: Members present and the method / platform by which they are attending are recorded on the preceding page.

Apologies: Cllr Jackson (Gent substituted), Rhodes, Waldron (Chamberlain substituted).

F21/012 DISCLOSABLE PECUNIARY INTEREST

Cllr Pepper reiterated he is Chairman of the Sports Pavilions as a Councillor. This is on his ROI.

Standing Orders were suspended:

F21/013 PUBLIC QUESTIONS

A member of public asked how much has been spent in the bowls green maintenance v football pitch. The Finance Chairman gave the budget figures for the last two years. There was a debate around the balance of delivering pitch maintenance through the summer whilst observing the public value of the playing fields. The integrity of part B matters was also raised.

Cllr Chamberlain joined the meeting at 19:49hrs

The meeting reconvened under Standing Orders

F21/014 MINUTES

The Committee received draft Minutes from the Finance and Governance Committee meeting on 28th January 2021 for approval.

Resolution: It was proposed by Cllr Massey seconded by Cllr Pepper to approve draft Minutes. Majority vote to approve

(NB these draft Minutes have been noted by Council, however they have not been approved as a correct record by the Committee)

F21/015 FINANCE

- i. **Payment Schedule:** To receive and resolve to approve the payment schedule to date for March 2021 of £54,332.14, noting and approving in advance (subject to RFO/Finance Chairman agreement) any 2020/21 invoices outstanding that may be received in the next week.

Resolution: It was proposed by Cllr Pepper, seconded by Cllr K Straw, to approve the payment schedule for March 2021 to date; unanimously agreed and resolved.

- ii. **Community grants:**

- a. The Committee received an application for a grant from Broadclyst Toddler group to fund the trial of a toddler group for Westclyst.

Resolution: It was proposed by Cllr K Straw to award a total grant of £1500 this was seconded by Cllr Gent, unanimously agreed and resolved.

- b. The Committee received an application for a start-up grant application for £500 for the creation of the Tithebarn Community Neighbourhood Watch scheme.

Resolution: It was proposed by Cllr Pepper to award a start-up grant of

£500 this was seconded by Cllr Chamberlain, unanimously agreed and resolved.

F21/016 RISK MANAGEMENT REGISTER ANNUAL REVIEW

The Committee carried out the annual review of the Councils risk register, both financial and non-financial.

Findings: It was agreed that the Deputy Clerk familiarises herself with the Finance accounting software and has a working understanding of financial records and reports.

Resolution: It was proposed by Cllr Pepper, seconded by Cllr K Straw, to approve the payment schedule for March 2021 to date; unanimously agreed and resolved.

Cllr K Straw lost connection via Teams and joined via telephone. Cllr Massey took the chair to enable Cllr Straw to reboot and reconnect. Cllr K Straw took full part in all discussions during this process.

F21/017 RELATED PARTIES

- i. The Committee carried out a review of Councillors and Senior Officers to ensure declarations of interest are up to date.

Resolution: It was proposed by Cllr K Straw and seconded Cllr Pepper that the Council can be confident all ROI's are up to date. Unanimously agreed and so it was **resolved**.

- ii. The Committee reviewed procedures that are in place to identify related party transactions and agreed that they reflected Proper practices; this was tested at audit and no issues were found in the Independent Internal Auditors report.

Resolution: It was proposed by Cllr Staddon that the Committee confirms that related party procedures are in place and appropriate as evidenced by the auditor's report. This was seconded by Cllr Pepper, unanimously agreed and so it was **resolved**.

F21/018 FIXED ASSET REGISTER

The Committee reviewed the Council's updated fixed asset register, presented as an accurate record of the Councils fixed assets as at March 2021.

The Internal Auditors report recorded that the fixed asset register had not been kept up to date during the year; the committee considered an appropriate frequency for future reviews. It was noted that the current asset register review timetable falls in line with proper practices in Section 2 of the JPAG¹ Guide: the review of the asset register annually at the end of its financial year enables Council to answer 'yes' to Assurance 3 (1.24) in the AGAR (that it has complied with Proper Practices) and evidencing that its Statement on Internal Control is accurate.

The Council last reviewed its Asset Register for 2019/20 on 02.03.2020. Given the low number of purchases over the de minimus during the Council year, it was felt that the current frequency of review (annually) is adequate.

¹ JPAG Governance and Accountability for Smaller Authorities in England Practitioners Guide

Resolution: It was proposed by Cllr Staddon that the Committee: agrees the presented fixed asset register as accurate for 2020/21, with a fixed asset value of £481,148.13; recommends the fixed asset register to Council for approval as part of its annual accounts; notes the finding of the Auditor; hereafter annually evaluates the appropriateness of the review frequency.

This was seconded by Cllr K Straw, unanimously agreed and so it was **resolved**.

F21/019 STATEMENT ON INTERNAL CONTROL

- i. The Committee agreed the Council's Statement on Internal Control for 2020/21.
- ii. The Committee received a schedule of regular payments for 2021/22. (NB: payments must still be recorded on the monthly schedules when made to prevent omission / duplication);
- iii. The Committee reviewed Council's Direct Debits for 2021/22.

Resolution: It was proposed by Cllr Staddon that the Statement on Internal Control and regular payments/direct debits for 2021/22 be accepted. This was seconded by Cllr Pepper, unanimously agreed and so it was **resolved**.

Cllr K Straw re-joined the meeting via Teams and took the chair again.

F21/020 DELEGATION SCHEME

The Committee carried out an annual review of the Council's scheme of delegation

Resolution: It was proposed by Cllr Massey, seconded Cllr Pepper to agree there are no changes required after the annual review and that the scheme of delegation is appropriate to Council's needs. Unanimously agreed and resolved.

F21/021 INTERNAL AUDIT

This item was deferred as the report from the Internal Auditor was not available.

F21/022 ACTION TRACKER

The Committee noted that all actions arising from the previous meetings have been completed, with no actions arising from this meeting.

F21/023 CONFIDENTIAL ITEMS

The Chairman proposed, and the Committee agreed, that the meeting moves into Part B (exclusion of press and public; elected Members who do not serve on the Finance Committee were respectfully requested to observe this requirement) as the next three items for discussion contained matters of a sensitive nature and/or contractual detail.

F21/024 PREFERRED SUPPLIERS/CONTRACTORS

The Committee received a summary of Council's preferred suppliers and contractors for 2021/22. It was noted that Mat Curwood is both an employee and contractor; the Committee has already established that there is a robust process in place to identify related party transactions (Minute ref F21/017ii)

Resolution: It was proposed by Cllr Pepper, seconded Cllr Gent to agree the list. This was unanimously agreed and so it was **resolved**.

F21/025 INVESTMENT

The Committee considered a further investment in accordance with Council's investment strategy. **Resolution:** It was proposed by Cllr Chamberlain, seconded Cllr Pepper to invest a further £25,000 (comprising c.£20,000 from 2020/21 year-end and c.£5,000 surplus income) This was unanimously agreed and so it was **resolved**.

F21/026 PLANNED WORKS

- i. The Committee received and approved a progress report on planned works expenditure as per agenda item 21/046 (Proposed Cllr Gent, seconded Cllr Chamberlain, unanimously agreed).
- ii. The committee received recommendation from the Council's groundsperson for renovation to the Broadclyst football pitch.
Resolution: It was proposed by Cllr K Straw and seconded by Cllr Gent to set a budget of £6,000 plus £1,000 contingency for water for the works; this was unanimously agreed, and so it was **resolved**.
- iii. The Committee resolved to approve transfers from approved works that will not be completed by 31.03.2021 to general reserves for completion in 2021/22 (Proposed Cllr Pepper, seconded Cllr Gent, unanimously agreed)..

F21/027 CLOSE OF MEETING

The meeting closed at 20:49hrs

Provisional date of next Finance Committee meeting: Thursday 20th May 2021.

Minutes Approved (Date of virtual approval):

Signed

Print:

Dated:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT