

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES

Agenda issue date: Tuesday 21st March 2023

Meeting date: Monday 27th March 2023

Meeting time: commences 19:00hrs

Meeting venue: Pavilions, Holly Close, Broadclyst EX5 3JB

PUBLIC NOTICE OF MEETING

There was a Finance Committee meeting at the above time / place.

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.

COUNCILLOR SUMMONS

To: Broadclyst Parish Council Finance Committee Members:

Cllrs K Straw (Chairman), Jackson, Massey, Pepper, Rhodes, Taylor, Whitmarsh

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Minutes of a Finance Committee meeting of Broadclyst Parish Council on 27th March 2023 where the following business was transacted:

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MINUTES (Draft)

F23/013 Open Meeting; Record of Attendance

- i. The Chair opened the meeting at 19:07hrs
- ii. **Present:** Members present were recorded as Cllrs K Straw (Chairman), Massey, Pepper, Taylor, Whitmarsh. Cllr Gent substituted for Cllr Rhodes.
- iii. **Apologies:** Received from Cllr Jackson and Rhodes.

F23/014 DISCLOSABLE PECUNIARY INTEREST

There were no new DPI's declared or requests for dispensations received.

Standing Orders were suspended:

F23/015 PUBLIC QUESTIONS

There were no questions from the members of the public.

The meeting reconvened under Standing Orders

F23/016 MINUTES

To receive for approval draft Minutes from the Finance and Governance Committee meeting on 2nd March 2023.

Proposal: It was proposed by Cllr Massey that the committee accepts the draft Minutes as an accurate record of this meeting; this was seconded by Cllr Taylor and unanimously agreed, and so it was **RESOLVED**.

F23/017 PAYMENT SCHEDULES AND GRANTS

- i. The Committee received the interim payment schedule for March 2023 (correct up to 27.03.2023).

Proposal: It was proposed by Cllr Whitmarsh that the committee resolves to approve the payment schedule for March 2023, this was seconded Cllr Gent, and with 1 abstention from Cllr Pepper

- ii. The committee received and resolved to approve any outstanding or expected 2022/23 invoices that may be received before 31.03.2023.

Proposal: It was proposed by Cllr Whitmarsh that the committee resolves to approve any outstanding or expected 2022/23 invoices that may be received before 31.03.2023; this was seconded by Cllr Massey and unanimously agreed, and so it was **RESOLVED**

- iii. The committee considered the following three Coronation Grants with the condition that the event open to all.
 - a. Longmeadow – approved £100 (subject to event being open to all)
 - b. Hellings Gardens – approved £100, The committee agreed to increase the amount to £100 (subject to event being open to all)
 - c. Minerva – approved (£499.28)

Proposal: It was proposed by Cllr Massey that the council awards the grants as per the applications, with the condition that the street parties are open to all. This was seconded by Cllr Pepper and unanimously agreed, and so it was **RESOLVED**

F23/018 BUDGET MONITORING AND INTERNAL CONTROL

- i. The committee received the Council's accounts for January and February 2023 including;
 - a. Income/Expenditure Financial Statement as at 28.02.2023
 - b. balance sheet as at 28.02.2023
 - c. bank reconciliations to 28.02.2023
- ii. The committee received Council's Budget Monitoring report to 28.03.2023.
- iii. The committee agreed to the virements required.
- iv. The committee agreed movements to EMR at 31.03.2023.

Proposal: It was proposed by Cllr Pepper to receive the Budget monitoring and internal control reports, this was seconded Cllr Massey, unanimously agreed and so it was **RESOLVED**

F23/019 ASSET REGISTER

- i. To agree any disposals from the 31.03.2022 asset register
- ii. To agree any additions to the 31.03.2022 asset register
- iii. The committee confirmed the de minimus amount for capital items at the agreed amount of £250.

Proposal: It was proposed by Cllr Gent that the committee agree the de minimus amount for capital items at the agreed amount of £250. This was seconded by Cllr Taylor and unanimously agreed and so it was **RESOLVED**

- iv. To agree Council's Asset Register as at 31.03.2023

Proposal: It was proposed by Cllr Gent to delegate the Asset Register to the RFO and Finance Chairman to finalise, this was seconded by Cllr Whitmarsh, and unanimously agreed and so it was **RESOLVED**

F22/020 INTERNAL AUDIT REPORT

- i. The committee received the report from the Internal Auditor. Committee resolved to thank the clerk for her hard work.
- ii. The committee agreed to the one action arising from the report. The committee noted the one minor action (re tendering process for bus shelters)
- iii. The committee agreed to update the Council's approved supplier/contractors list as per the IA report.

Proposal: It was proposed by Cllr Pepper to accept the Internal Auditors report and to update the Council's approved supplier/contractors list as per the IA report, this was seconded by Cllr Taylor and unanimously agreed and so it was **RESOLVED**

F23/021 STATEMENT ON INTERNAL CONTROL

The committee resolved to produce and agree the Council's Statement of Internal Control for 2022/23.

Proposal: It was proposed by Cllr Whitmarsh to produce and agree the Council's Statement of Internal Control for 2022/23, seconded by Cllr Taylor and unanimously agreed and so it was **RESOLVED**

F23/022 ACTION TRACKER

The Committee recorded actions arising from this Committee meeting and to whom they have been allocated.

Minute ref	Action	To whom allocated	Status
F23/10	To progress opening new bank accounts with CCLA and A.N.Other bank	Clerk	Ongoing
F23/011	To finalise and advertise the Youth Club provision tender, to commence 1 st September 2023.	Clerk in conjunction with Cllr K Straw.	Not started

Proposal: It was proposed by Cllr Massey to extend with YMCA until end of summer term. This was seconded by Cllr Taylor, and all unanimously agreed, so it was **RESLOVED**.

F23/023 CLOSE OF MEETING

The meeting closed at 19:53hrs

Ratification of draft Minutes:

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT