

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES

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 was one matter 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 on Monday 5th June 2023 at 7pm at the Broadclyst Sports Pavilions for the purpose of transacting the following business:

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MINUTES (Draft)

F23/024 RECORD OF ATTENDANCE AND APOLOGIES

Members present: Cllr K Straw (Chair), Cllrs Jackson, Massey, Taylor, Whitmarsh.

Apologies: Cllrs Pepper, Rhodes.

In attendance: Clerk, Deputy Clerk.

Als present: Groundsman.

F23/025 DISCLOSABLE PECUNIARY INTEREST

There were no interests declared or requests for dispensations.

Standing Orders were suspended:

F23/026 PUBLIC QUESTIONS

There were no members of public present.

The meeting reconvened under Standing Orders

F23/027 MINUTES

The Committee received draft Minutes from the Finance and Governance Committee meeting on 27th March 2023.

Proposal: It was proposed by Cllr that the draft Minutes be accepted as a correct record of the meeting. This was seconded by Cllr and unanimously agreed. **RESOLVED.**

F23/028 FINANCIAL REPORTING

- i. **Council accounts to 30.04.2023.** To receive and resolve to approve the Council's current year accounts, including the bank reconciliations, financial statement, and balance sheet to 30th April 2023.
Proposed by Cllr Taylor to accept accounts to 30.04.23; seconded Cllr Whitmarsh and unanimously agreed. **RESOLVED.**
- ii. **Payment Schedules:** The Committee received the payment schedule for May 2023.
Proposed by Cllr Jackson that the Finance Committee approves the payment schedule for May 23; this was seconded by Cllr Massey and unanimously agreed. **RESOLVED.**
- iii. **Allotments invoice:** the Finance Committee noted that the lease for the Broadclyst Allotment field has been renewed (delayed from 2020 due to Covid) and the invoice for the uncollected years has now been received at £1500 (exc VAT) to 31.03.2023. Monies for this have been accrued in EMR. The direct debit due 01.04.23 has not been collected; the NT has confirmed it would collect double in September 2023.

F23/029 TELEMETRY RENEWAL

An amount of £1,000 for the telemetry renewal is included in the 2023/24 budget; the renewal price falls within the clerk's operational budget spend limit. It was noted that the flood warning system is a key part of managing flood resilience in the parish.

Proposed by Cllr Taylor that the annual contract be renewed. This was seconded by Cllr Jackson and unanimously agreed. **RESOLVED**

F23/030 DOG WASTE AND STREET REFUSE COLLECTION BIN ADDITIONAL COST

There have been requests from members of the public and local councillors for additional dog waste / refuse bins on / near Langaton Lane and the Tithebarn Way bus stops. It has previously not been possible to provide as EDDC stated that the collection route is at capacity; however, it now appears it *may* be possible to add to a different round.

Motion: The 23/24 budget does not allow for additional bins. Finance Committee to identify from where the service costs will have to be taken if the additional bins are able to be provided.

Proposed by Cllr K Straw that subject to EDDC servicing/collection being able to be arranged, the council funds 1 dog bin at Langaton lane and 2 waste bins at the Tithebarn bus stops, to a maximum of £1,000 nett for the three bins. This was seconded by Cllr Massey, unanimously agreed. **RESOLVED.**

F23/031 FOOTBALL PITCH BUSINESS

- i. The Deputy Clerk and Groundsman presented the findings of a report the Broadclyst and Westclyst football pitches which had been carried out by a company that offers a partnership grant funding programme for pitch improvements. The report showed the Broadclyst pitch to be fit for purpose, and recommended improvements for the Westclyst pitch.
- ii. The committee considered the reports and whether to engage with the grant / improvement process. The pros and cons of the funding and conditions were carefully considered, along with the length of time of the contract. It was noted the Broadclyst pitch has multiple uses as public open space and is not intended to specifically be a football pitch.
It was agreed that rather than enter a partnership grant funding arrangement, the Groundsman would prepare a report with different options / price plans for improving pitch at Westclyst back to council / finance committee later this year.
- iii. The committee noted that legal proceedings have commenced for the formal transfer of the Westclyst Community Sports Pitch to the Parish Council.

F23/032 COMMUNITY GRANTS

The Committee reviewed the grant application forms and process for 2023-2027 community grants, including the requirement to give feedback to council. It was noted that feedback is a condition of receiving a community grant, something that generally does not seem to happen.

Proposed by Cllr K Straw that feedback be requested, and that subsequent applications would not be considered if feedback is not received. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

F23/033 ACTION TRACKER

To following actions arising from this Committee meeting and to whom they have been allocated are recorded:

- Clerk to complete application form for the CCLA Public sector deposit fund.
- Clerk to write to all grant recipients and request proof of spend of grant monies and feedback.

F23/034 PART B

Proposal: The Chairman proposed that the meeting moves into Part B (exclusion of press and public) as the next items for discussion contains matters of a sensitive, confidential, and/or contractual detail. This was unanimously agreed. **RESOLVED.**

F23/035 YOUTH PROVISION TENDER DOCUMENT

The committee received a draft Invitation to Tender for a three-year SLA for Youth Provision in Broadclyst Parish.

Proposal: It was proposed by Cllr Jackson that the draft tender be agreed and advertised. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

The tender evaluation panel was agreed as Cllrs K Straw, Taylor, and Coton.

F23/036 OFFICE CLEANER

The Committee considered an annual budget for an office cleaner and to identify from where the funding will come for 23/24.

Proposal: It was proposed by Cllr Massey that a maximum equivalent budget of £25/hr over 50 weeks of the year be agreed and that the monies would be taken from general funds. This was seconded by Cllr Whitmarsh and unanimously agreed. **RESOLVED.**

F23/037 CLOSE OF MEETING

The meeting closed at 19:40hrs

Signed:

Print:

Date:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT