

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING MINUTES

Agenda issue date: Friday 8th November 2024

Meeting date: Thursday 14th November 2024

Meeting time: commenced 19:00hrs

Meeting venue: Clyst Caring Day Centre, Hellings Gardens, Broadclyst.

Public Notice: 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 with the exclusion of press and public in this meeting.

There was a Finance Committee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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MINUTES (Draft)

F24/041 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

Attendance: Members present recorded as Chairman: Cllr K Straw; Members: Cllrs Gordon, Massey, Pepper, Taylor.

Apologies: Accepted from Cllr Whitmarsh

In attendance: RFO, Angie Hurren.

Members of public: 1 (for part of the meeting)

F24/042 DISCLOSABLE PECUNIARY INTEREST

Cllr Massey has a DPI as his company, Exe-Squared, provides and hosts the council's website.

F24/043 PUBLIC QUESTIONS

There were no requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders.

F24/044 MINUTES

The Committee received draft Minutes from the Finance and Governance Committee meeting on 17th July 2024 for approval.

It was **proposed** by Cllr Taylor that the committee resolves them to be a correct record of the meeting. This was seconded by Cllr Massey and agreed unanimously. **RESOLVED.**

F24/045 PAYMENT SCHEDULE

The Committee received the payment schedule for October 2024.

It was **proposed** Cllr Massey that the committee resolve to approve the payment schedule. This was seconded by Cllr Taylor, with a majority vote (1 abstention) and so it was **RESOLVED.**

F24/046 BUDGET MONITORING AND INTERNAL CONTROL

End of Q1&2 2024/25 Accounts

- i. The committee received the bank reconciliations and balance sheet for the first and second quarter (01.04.2024-30.09.2024)
- ii. The committee received the Income/Expenditure Financial Statement as at 30.09.2024
- iii. To receive Council's Budget Monitoring report to 30.09.2024
- iv. There were no virements recommended in the monitoring report.
It was proposed by Cllr Taylor that the committee accept documents and reports presented in i-iv above. This was seconded by Cllr Massey and agreed unanimously. **RESOLVED.**
- v. It was noted Council's VAT reclaim to 30.09.2024 has been submitted to HMRC.

F24/047 RESERVES POLICY REVIEW

The Committee carried out a periodic review of the Council's reserves policy. It will be updated and presented to Council for consideration.

F24/048 BUDGET ITEMS FOR 2025/26

- i. The Finance Chairman has requested specific requests from Members in respect of budget lines to be added, removed or reviewed as part of the budget-setting process for 25/26.

Cllr H Gent proposed adding £20,000 into the operational budget to provide PM work for CIL expenditure. This was considered; it was Proposed by Cllr Massey that the Committee rejects the proposal. This was seconded by Cllr Taylor and agreed unanimously. **RESOLVED.**

Requests were also informally submitted for Tithebarn community space and sports pavilion.

- ii. The Committee received the first draft budget and verbal budget report from the Clerk/RFO and considered recommended allocations contained within. It was noted that the staffing figure was draft only, and would be updated after the staffing committee had met and resolved the staffing budget for 25/26.

It was **proposed** Cllr Massey that the committee resolve to accept the draft budget and that it would be presented to council on 2 December 2024, including the agreed staffing budget. This was seconded by Cllr Taylor and agreed unanimously.

RESOLVED.

F24/049 ACTION TRACKER

Actions arising from this Committee meeting and to whom they have been allocated:

Clerk to update draft budget with staffing figure by 02.12.2024.

F24/050 CONFIDENTIAL ITEMS

The Chairman proposed and the committee resolve that in accordance with the provision of Schedule 12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960, and Broadclyst Parish Council's Standing Orders, press and public be excluded from the next item.

Reason: commercially sensitive

F24/051 OFFICE LEASE AND WORKS

- i. The committee received a verbal update on progress of the new office lease, including associated works.
- ii. The committee received a formal quote for costs for plumbing/waste/heating work in the new office section from Council's approved supplier. It was proposed by Cllr Taylor that the quote of £1,150 (nett) be accepted. This was seconded by Cllr Pepper and agreed unanimously. **RESOLVED.**

F24/052 CLOSE OF MEETING

The meeting closed at 21:00hrs

Date:

Signed:

Print:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT