BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING MINUTES (Draft)

Agenda issue date: Saturday 31st January 2026
Meeting date: Monday 9th February 2026
Meeting time: commences 19:15hrs
Meeting venue: Broadclyst Sports Pavilions, Holly Close, Broadclyst. EX5 3JB.

Public Notice: Members of the Press and Public were welcome to attend this meeting in 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 the exclusion of press and public in this meeting.

Summons: To Broadclyst Parish Council Finance Committee Members
Cllrs K Straw (Chairman), Gordon, Massey, Pepper, Rylance, Taylor, Whitmarsh.
For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Committee Members were summonsed to a Finance Committee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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MINUTES (Draft)

F26/001 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

The Chairman opened the meeting at 19:31hrs.
Present: Cllr K Straw (Chairman), committee members Cllrs Gordon and Pepper
The committee accepted apologies from Cllr Massey, Rylance, Taylor, and Veliyeth.
In attendance: Clerk, Asst Clerk (NC).
MOP: 0

F26/002 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs noted or requests for new dispensations.

F26/003 PUBLIC QUESTIONS

There were no questions from the public.

F26/004 MINUTES

The Committee received draft Minutes from the Finance and Governance Committee meeting on 24th November 2025 for approval.
PROPOSED: It was proposed by Cllr Gordon to accept the draft Minutes as a correct record of the meeting. This was seconded by Cllr Pepper and unanimously agreed.
RESOLVED.

F26/005 BUDGET MONITORING AND INTERNAL CONTROL

The RFO presented the end of Q3 2025/26 Accounts which contained:

i. the bank reconciliations and balance sheet for the third quarter (01.10.2025-31.12.2025)

PROPOSED: It was proposed by Cllr Gordon to accept the bank reconciliations and balance sheet for the third quarter. This was seconded by Cllr Pepper and unanimously agreed.
RESOLVED.

ii. the Income/Expenditure Financial Statement as at 31.12.2025
iii. The committee received the Council's Budget Monitoring report to 31.12.2025.
iv. **PROPOSED:** It was proposed by Cllr Pepper to accept the Income/Expenditure Financial Statement as at 31.12.2025 and the budget monitoring report. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**
v. To approve and record any virements agreed.
   It was noted that there were no virements recommended.
vi. The committee noted Council's VAT reclaim to 31.12.2025 for £4,871.15 has been submitted to HMRC.

F26/006 PAYMENTS

i. To receive the payment schedule for January 2026
   PROPOSED: It was proposed by Cllr Gordon to approve the payment schedule for January 2026 for £45,344.11. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED.**
ii. The committee received a draft report of council's CIL spend in 25/26.
   PROPOSED: It was proposed by Cllr Gordon to agree the draft CIL report as at 09.02.2026, noting that if there are no further transactions in/out before year end, that

this be a final report for 2025/26. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**.

F26/007 RELATED PARTIES

i. The committee carried out a review of Councillors and Senior Officers and confirmed that declarations of interest are up to date.

ii. The committee reviewed governance procedures that are in place to identify related party transactions.
PROPOSED: It was proposed by Cllr K Straw to agree that robust governance procedures are in place to identify related party transactions. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**.

F26/008 INTERNAL AUDIT

The committee noted that the date of the first part of the Internal Audit has been set for Thursday 5th March.

F26/009 CORE GOVERNANCE DOCS REVIEW

i. The committee received and reviewed new Financial Regulations, adapted from NALC Model Financial Regulations 2024, adjusting limits and procedures to align with current Financial Regulations.
PROPOSED: It was proposed by Cllr Pepper that the Committee recommend the reviewed new financial regulations to the council for adoption at its next meeting on 2nd March 2026. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED**.

ii. The Committee carried out an annual review of the Councils risk register, both financial and non-financial. It was noted that cyber training for staff is to be arranged.
PROPOSED: It was proposed by Cllr K Straw that the Committee recommend the annual risk review to the council for approval at its next meeting on 2nd March 2026. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**.

F26/010 PREFERRED SUPPLIERS / CONTRACTORS

i. The committee received a report that recommended appointing The Play Inspection Company to the Preferred Suppliers list.
PROPOSED: It was proposed by Cllr K Straw to add The Play Inspection Company to the Preferred Suppliers list. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED**

ii. The committee reviewed and agreed a year-end summary of Council's preferred suppliers and contractors and noted the following changes made during 2025/26:
   a. Add The Play Inspection Company
   b. Add Glasdon
   c. Add Bestway Cash & Carry
   d. Add Dee Thornton
   e. Remove Booker

PROPOSED: It was proposed by Cllr Pepper to make the above changes to the Preferred Suppliers list. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED**

F26/011 INTERNAL CONTROLS

i. The committee reviewed the effectiveness of the Council's Internal Controls, noting level of compliance with the new Assertion (10) in the Annual Governance and Return. **PROPOSED:** It was proposed by Cllr K Straw to recommend the latest revision of the Accessibility Statement and Privacy statement to council for adoption on 02.03.2026. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED**

ii. The committee considered the Council's Statement of Internal Control for 2025/26, noting the Council's position on appointment of a Data Protection Officer (section 3.7).
PROPOSED: It was proposed by Cllr K Straw to recommend the draft Statement of Internal Control for 2025/26 for approval by council on 02.03.2026. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED**

F26/012 External Audit

i. The Risk Register has been reviewed by the Finance Committee this evening and is recommended for approval by council on 02.03.2026. The committee recorded that the were no further actions for the council to take in respect of the external auditor's comment in S3 of the 2425 AGAR regarding risk management timing.
ii. The council noted changes to the external audit process for 2526, with the introduction of a new Assertion.
iii. The Committee review and confirm Council's compliance with Assertion 10 of the Annual Governance and Accountability Return as per Minute F26/011 above.

F26/013 Action Tracker

There were no actions arising from this Committee meeting.

F26/014 CONFIDENTIAL ITEMS

It was resolved 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 items. Reasons: contractually and commercially sensitive.

F26/015 Boiler Compliance

Following changes in regulations, the Andrews boiler needs a larger gas feed pipe and additional ventilation. The committee received a quote from the council's gas contractor for approval at a total cost of £636.80 excluding VAT.
PROPOSED: It was proposed by Cllr Pepper to accept the quote. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED**

F26/016 Close of Meeting

The meeting closed at 20:18hrs

Dated this 31st January 2026

Print:

Sign:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT