

BROADCLYST PARISH COUNCIL
FINANCE COMMITTEE MEETING MINUTES

Agenda issue date: Tuesday 3rd March 2026

Meeting date: Monday 9th March 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 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.

Summons: To Broadclyst Parish Council Finance Committee Members

Cllrs K Straw (Chairman), Gordon, Massey, Pepper, Rylance, Taylor, Veliyeth.

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)

F26/017 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

Present: Chairman Cllr K Straw; Members Cllrs Gordon, Pepper, Rylance, Taylor.

Apologies: Cllrs Massey and Veliyeth sent apologies.

In attendance: Clerk/RFO.

F26/018 DISCLOSABLE PECUNIARY INTEREST

There were no DPs recorded.

F26/019 PUBLIC QUESTIONS

There were no public questions.

F26/020 MINUTES

The committee received draft Minutes from the Finance and Governance Committee meeting on 9th February 2026 for approval.

PROPOSED: It was proposed by Cllr Pepper to accept the draft Minutes as a correct record of the meeting, this was seconded by Cllr Gordon and agreed (majority vote (2 abstentions)).

RESOLVED.

F26/021 BUDGET MONITORING AND INTERNAL CONTROL

Council Accounts to 28.02.2026

- i. The committee received and considered the council accounts, including the bank reconciliations, balance sheet, and Income/Expenditure Financial Statement for the period 01.01.2026 - 28.02.2026.

PROPOSED: It was proposed by Cllr Taylor that the committee accepts the accounts as presented; this was seconded by Cllr Gordon and unanimously agreed.

RESOLVED.

- ii. It was noted that the council's VAT reclaims for Q1, 2, and 3 2025/26 have been received and recorded in the council's VAT control account.

F26/022 COMMUNITY GRANTS

- i. The committee received and considered for approval a grant application for £2,000 from the Broadclyst Fund. The RFO noted that the application was accompanied by all required documentation and policies.

PROPOSED: It was proposed by Cllr Rylance that the application is agreed and the Fund is awarded £2,827, which is the amount applied for (£2,000) plus the remainder of the fund pot for 25/26. Seconded by Cllr Taylor and unanimously agreed.

RESOLVED.

- ii. The committee carried out an annual review of large and small grant application forms and the council's community grant policy & guidance notes for 26/27.

PROPOSED: It was proposed by Cllr Rylance that the grant policy, guidance notes, and forms remain unchanged for 26/27. Seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**

- iii. The Committee received grant feedback from Broadclyst Football Club and noted that officers are working with the Broadclyst Football Club on a grant application that will support changes to youth football from next season.

F26/023 BANKING

- i. The committee confirmed the Council's banking arrangements.
PROPOSED: It was proposed by Cllr Taylor that the current banking arrangements be confirmed. This was seconded by Cllr Pepper and unanimously agreed.
PROPOSED: It was further proposed Cllr Pepper to extend the previous resolution by the council to open a CCLA Public Sector Deposit Fund. This was seconded by Cllr Taylor and unanimously agreed. **RESOLVED.**
Action: Clerk to progress account opening.
- ii. The committee confirmed there have been no loans or borrowing during the year.

F26/024 ASSET REGISTER

- i. The committee agreed that there were no disposals from the draft 31.03.2026 asset register. (**PROPOSED:** Cllr Rylance, seconded Cllr Taylor, unanimously agreed. **RESOLVED**).
- ii. The committee agreed that there were three additions to the draft 31.03.2026 asset register. (**PROPOSED:** Cllr Pepper, seconded Cllr Gordon, unanimously agreed. **RESOLVED**).
- iii. The committee confirmed the de minimis amount for capital items (currently £250) (**PROPOSED:** Cllr Pepper, seconded Cllr Taylor, unanimously agreed. **RESOLVED**).
- iv. **PROPOSED:** It was proposed by Cllr Pepper to agree council's Asset Register as at 31.03.2026. This was seconded by Cllr Gordon and unanimously agreed. **RESOLVED.**

F26/025 RELATED PARTY TRANSACTION PROCESS REVIEW

The committee reviewed council's processes and additional scrutiny that are in place for related party transactions, noting that there is no single point of failure.

PROPOSED: It was proposed by Cllr Taylor that the committee approves the council's processes for related party transactions. This was seconded by Cllr Pepper and unanimously agreed. **RESOLVED.**

F26/026 ACTION TRACKER

There was one action arising from this Committee meeting, to progress opening of the CCLA Public Sector Deposit Fund, delegated to the Clerk.

F26/027 CLOSE OF MEETING

The meeting closed at 19:55hrs

Print:

Date:

Signed:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT