

BROADCLYST PARISH COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING MINUTES

There was a Finance Committee meeting of Broadclyst Parish Council on Tuesday 17th March 2026 at Broadclyst Sports Pavilions, Holly Close, Broadclyst. EX5 3JB, commencing 19:15hrs for the purpose of transacting the following business:

INDEX

F26/027 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES	17
F26/028 DISCLOSABLE PECUNIARY INTEREST	17
F26/029 PUBLIC QUESTIONS.....	17
F26/030 MINUTES.....	17
F26/031 PAYMENT CONTROLS.....	18
F26/032 INTERNAL AUDIT AND YEAR END	18
F26/033 PREFERRED SUPPLIERS / CONTRACTORS	19
F26/034 COMMUNITY GRANT	19
F26/035 ACTION TRACKER.....	19
F26/036 CLOSE OF MEETING	19

MINUTES (Draft until approved)

F26/027 OPEN MEETING; RECORD OF ATTENDANCE AND APOLOGIES

The Chairman opened the meeting at 19:15hrs.

Present: Committee Chairman Cllr K Straw; Committee Members: Cllrs Massey, Pepper, Taylor, Veliyeth. Apologies were received and accepted from Cllr Gordon and Rylance.

In attendance: Clerk/RFO

Members of Public: 0

F26/028 DISCLOSABLE PECUNIARY INTEREST

There were no new DPIs received, nor requests for dispensations from committee members. Cllr Massey declared a personal interest in Agenda item F26/034 as a member of the Broadclyst Twinning Association.

F26/029 PUBLIC QUESTIONS

There were no public questions.

F26/030 MINUTES

The committee receive for approval draft Minutes from the Finance and Governance Committee meeting on 9 March 2026.

PROPOSED: It was proposed by Cllr Taylor and that the committee approve the draft Minutes as a correct record of the meeting. This was seconded by Cllr Pepper and agreed by majority vote (abstentions for absent members). **RESOLVED**

F26/031 PAYMENT CONTROLS

- i. To receive payment schedule for March 2026 to date.
PROPOSED: It was proposed by Cllr Massey and that the committee approve the payment schedule to 23.03.2026, with indicative figures for a further end-of-month BACS run. This was seconded by Cllr Taylor and agreed by majority vote (1 abstention). **RESOLVED.**
- ii. The committee noted that the list of outstanding and expected 2025/26 invoices that may be received for payment before 31.03.2026 were included in the approved payment schedule, some amounts subject to final confirmation (e.g. staff mileage).
- iii. The committee received a list of scheduled regular payments for 26/27.
PROPOSED: It was proposed by Cllr Massey and that the committee approve the list of scheduled regular payments for 26/27 as a correct record of the meeting. This was seconded by Cllr Veliyeth and agreed unanimously. **RESOLVED.**

F26/032 INTERNAL AUDIT AND YEAR END

Internal Audit.

- i. It was noted that the Internal Auditor, Griffins Accountants, were re-appointed in 2024 for a three-year agreement. The agreement comprises one site visit and one remote review. It was further recorded that the relationship between the council and internal audit company is, as far as is known, completely independent. The committee agreed that the scope of the Internal Audit is determined by the Practitioners Guide in line with assertions in the AGAR and is not prescribed by the council. The internal auditor has scope to look at any area they see fit.
- ii. The Finance Committee received the Council's Internal Audit (IA) report for 2025/26 following the Internal Auditor's visit on 4th March 2026, considering it in conjunction with proper practices as set out in the SAPPP Practitioners Guide 2025. The committee noted that the report stated, "There were no recommendations made in our March 2026 visit and all previous recommendations had been cleared." And that "From our testing of the systems and controls, no new recommendations were identified. This is a testament to the work of the finance team."
 The Committee extended its thanks and appreciation to the RFO for a clean internal audit report.

Year End

- iii. It was agreed that there were no actions arising from the Internal Audit report.
- iv. It was agreed that there were no known year-end creditors.
- v. Year-end debtors were agreed as per the RFO's report, totalling £345 as at 23.03.2026.
- vi. It was agreed that there were no known accruals.
- vii. It was agreed that no payments for 26/27 have made in advance of 01.04.2026.
- viii. The committee receive a yearend budget variance report which listed movements to/from ear-marked reserves at 31.03.2026. This was agreed as per the report with two further decisions: firstly, to not charge Broadclyst Football Club for Westclyst pitch hire for juniors for 25/26 season due to the condition of the pitch; secondly to create a new ear-marked reserve for the Food Bank to carry forward year-end donations.

- ix. Unpaid invoices totalling £345 as at 23.03.2026 were agreed as per the report. It was agreed to write off sponsorship for Fun Day rosettes as the vet with whom the agreement had been made has left the practice

Resolution for Minute Ref F26/032 in its entirety:

PROPOSED: It was proposed by Cllr Massey that the committee agrees and ratifies all decisions made in items i to ix above. This was seconded by Cllr Veliyeth and agreed unanimously. **RESOLVED.**

F26/033 PREFERRED SUPPLIERS / CONTRACTORS

Following changes made during the year, the committee reviewed a list of Council's preferred suppliers and contractors for 2026/27.

PROPOSED: It was proposed by Cllr Massey to agree and confirm the list of Council's preferred suppliers and contractors for 2026/27 as detailed in the report. This was seconded by Cllr Veliyeth and agreed unanimously. **RESOLVED.**

F26/034 COMMUNITY GRANT

Cllr Massey took no part in the discussion or vote.

The committee received and considered a community grant application from Broadclyst Twinning Association to support the forthcoming Twinning visit.

PROPOSED: It was proposed by Cllr Taylor that the committee awards the grant of £2,000. This was seconded by Cllr Pepper and agreed by majority vote (3 for, 1 against).

RESOLVED.

F26/035 ACTION TRACKER

There were no actions arising from this Committee meeting.

F26/036 CLOSE OF MEETING

The meeting closed at 19:50hrs

Signed:

Print:

Dated:

ALL DOCUMENTS AVAILABLE IN LARGE PRINT