

Issue date: 18 January 2018

Contact number: 01392 360269

E-mail: clerk@broadclyst.org

Mrs. Angie Hurren

Parish Clerk

To: Broadclyst Parish Council Finance Committee members

For Information: All Members of Broadclyst Parish Council,

District and County Ward Members, Press and Public.



19, New Buildings

Broadclyst

Exeter

EX5 3EX

www.broadclyst.org

BROADCLYST PARISH COUNCIL

FINANCE COMMITTEE MEETING

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

You are hereby summonsed to a Finance Committee Meeting which will be held on **Thursday 25th January 2018 at 19:30hrs** in the **Sports Pavilions, Holly Close, Broadclyst** for the purpose of transacting the following business:

AGENDA

NB: There is 1 matter of a confidential and contractual nature which the Clerk recommends should be dealt with under Part B (exclusion of press and public)

Agenda Index

F18/01 APOLOGIES	2
F18/02 DISCLOSABLE PECUNIARY INTEREST	2
F18/03 PUBLIC QUESTIONS	2
F18/04 DATES OF FINANCE COMMITTEE MEETINGS FOR 2018	2
REPORTING AND ACCOUNTS.....	2
F18/05 FINANCIAL UPDATES.....	2
F18/06 PRECEPT 2018/19.....	2
F18/07 INCOME/EXPENDITURE.....	2
GOVERNANCE AND ACCOUNTABILITY	3
F18/08 INTERNAL AUDIT	3
F18/09 RISK MANAGEMENT	3
F18/10 DEBIT CARD.....	3
F18/11 STATEMENT OF INTERNAL CONTROL	3
F18/12 FINANCIAL REGULATIONS	3
F18/13 STANDING ORDERS.....	3
F18/14 ASSET REGISTER	3
F18/15 CONFIDENTIAL ITEMS – PART B.....	3
STAFFING	3
F18/16 NEIGHBOURHOOD PLAN OFFICER OVERTIME	3
F18/17 CLOSE OF MEETING	3

F18/01 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

F18/02 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

Standing Orders will be suspended:

F18/03 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

The meeting will reconvene under Standing Orders

F18/04 DATES OF FINANCE COMMITTEE MEETINGS FOR 2018

To discuss the frequency of, and to set the dates for, Finance Committee meetings in 2018.

REPORTING AND ACCOUNTS

F18/05 FINANCIAL UPDATES

- a. To receive Financial Statement to 31st December 2017, including a report on variances and recommendations for virements within the 2017/18 budget.
- b. To receive Council's Bank Reconciliations to 31st December 2017

All to be recommended to Council when it meets on 5 February 2018 for approval.

F18/06 PRECEPT 2018/19

To note that the 2018/19 precept demand for £351,368 (including Council Tax Support Grant of £399) has been submitted to EDDC (deadline 22nd January 2018).

F18/07 INCOME/EXPENDITURE

To note that the accounts for this year will be reported as income and expenditure rather than the previous receipts/payments format.

This will necessitate a re-stating of year-end figures for 2016/17 to include year-end creditors, debtors, and accruals.

GOVERNANCE AND ACCOUNTABILITY

F18/08 INTERNAL AUDIT

To receive the Council's Internal Audit report

F18/09 RISK MANAGEMENT

To carry out an annual review of the Council's Risks.

F18/10 DEBIT CARD

To resolve to apply for a debit card with Council's bank so online and telephone purchases can be made without necessitating the use of the Clerk's personal cards.

F18/11 STATEMENT OF INTERNAL CONTROL

To consider and to resolve to approve Council's Statement of Internal Control for 2017/18

F18/12 FINANCIAL REGULATIONS

To carry out a routine review of the Council's Financial Regulations (last review Jan. 2017)

F18/13 STANDING ORDERS

To carry out a routine review of the Council's Standing Orders (last review Jan. 2017)

F18/14 ASSET REGISTER

To carry out an annual review of and to update the Council's Asset register

F18/15 CONFIDENTIAL ITEMS – PART B

The Chairman to propose that the public (including the press) be excluded from the meeting for the next item as exempt information, as set out below, is likely to be disclosed.

STAFFING

F18/16 NEIGHBOURHOOD PLAN OFFICER OVERTIME

To receive a request from the Clerk for overtime payments to be made to the Neighbourhood Plan Officer in relation to evening Steering Group meetings.

F18/17 CLOSE OF MEETING

To close the meeting

Dated this 18th day of January 2017

AMS Hurren

Mrs Angie Hurren
Principal, SLCC.
Broadclyst Parish Council Clerk

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST.

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will introduce and outline the Agenda item to be discussed. The public will then be able to speak on that matter only.

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered. After the public speaking period has finished the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.