

BROOMFIELD PARISH COUNCIL

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council Finance Committee to be held on Wednesday 2nd June at 7.30 p.m. in the Broomfield Parish Council Village Hall for the transaction of business as set out below.

Mark Hembury

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Clerk to the Council

FIN21/8	Members attending. Motion. To record and accept apologies for absence
FIN21/9	Declarations of interests
FIN21/10	To approve the minutes of the Committee Meeting held 10th February 2021. Motion. The minutes of the Finance Committee are accepted as a true record.
FIN21/11	To note the year-end Financial position as of 31.3.2021 including a) Earmarked reserves b) Balance sheet c) Income and expenditure report
FIN21/12	To note the VAT report brought to light during year end closure. Motion. The VAT position as reported is noted and the Committee agrees to forward the request to Full Council for the formal write-off of £1297.41 of unclaimed VAT.
FIN21/13	To note the income and expenditure report for the end of April.
FIN21/14	To note the budgetary provision for the following committees 2021/22 a) Finance b) Village Amenities c) Planning
FIN21/15	To amend Financial Regulations to clarify that no petty cash float will be maintained. Motion. The Finance Committee approves of deleting Fin.Reg. 6.2 and forwarding to Full Council for ratification.
FIN21/16	To note the provisional annual return for 2020/21
FIN21/17	To consider the attached 'Report for the Finance Committee'. Motion. The recommendations within the Report to the Finance Committee are approved.
FIN21/16	Matters for the next meeting

21/105	<p>To agree the terms of reference for Council and Committees.</p> <p>Motion a. The council approves the terms of reference common to all committees as published.</p> <p>b. The Council approves the terms of reference for the Planning and Local Development Committee as published.</p> <p>c. The Council approves the terms of reference for the Environmental and Open Spaces Committee as published.</p> <p>d. The Council approves the terms of reference for the Village Hall Committee as published.</p> <p>e. The Council approves the terms of reference for the Finance Committee as published.</p> <p>f. The Council approves the terms of reference for the Personnel Committee as published.</p> <p>g. The Council approves the terms of reference for the Complaints, Grievance and Appeals Panel as published.</p>
21/106	To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee.
21/107	<p>To agree standing orders for the year 2021 – 2022</p> <p>Motion. The Council approves the standing orders as published.</p>
21/108	<p>To agree financial regulations for the year 2021 – 2022</p> <p>Motion. The Council approves financial regulations as published.</p>
21/109	<p>Review of the Council’s Complaint Procedure.</p> <p>Motion. The Council approves the Complaints Procedure as published.</p>
21/110	<p>Appointment of Clerk to administer dispensations in 2021 - 2022</p> <p>Motion. The Clerk as Proper Officer to the Council will be authorised, where in his view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate.</p>
21/111	<p>To review the inventory of land and other assets.</p> <p>Motion. The Council approves the inventory of land and other assets as published.</p>
21/112	<p>Neighbourhood Plan</p> <p>To receive any questions arising from the presentation of 22nd April.</p>
21/113	<p>To agree an allocation of a budget for remedial work necessary for Facebook and Instagram accounts.</p> <p>Motion. The Council approves the allocation of up to £500 for the work necessary to provide for fully functional Facebook and Instagram accounts.</p>

21/114	Items for next agenda
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