

BROOMFIELD PARISH COUNCIL

Minutes of the Broomfield Parish Council's Finance Committee.

Held in Broomfield Village Hall at 7.30 p.m. on Wednesday 2nd June 2021

- FIN21/8. Members Attending**
Committee members, Cllrs Barnes, Blake , Mercer, Faulds, Bleet and Hubble
Officer present, Parish Clerk, Mark Hembury
There were no apologies for absence.
- FIN21/9. Declarations of interests**
There were no declarations of interests
- FIN21/10. To approve the minutes of the Committee Meeting held 10th February 2021.**
Resolved The word 'at' would be deleted from the last line of the minutes
and the minutes would then be accepted as an accurate account.
Proposed Cllr Barnes and seconded Cllr Blake. Agreed unanimously.
- FIN21/11. To note the year-end Financial position as of 31.3.2021 including**
- a) Earmarked reserves**
The committee agreed to create a new Earmarked reserve for the Tree
for Life scheme of £1000.00
 - b) Balance sheet**
This was noted.
 - c) Income and expenditure report**
The Clerk would review the salary figures contained within the report to
ensure they were correctly distributed within the committee areas.
- FIN21/12 To note the VAT report brought to light during the year end closure**
Resolved The Committee approves the formal write-off of £1297.41 of
unclaimed VAT from 2017-18 and forwarding to Full Council for ratification.
Proposed Cllr Barnes and seconded Cllr Bleet. Approved unanimously.
- FIN21/13 To note the income and expenditure report for the end of April**
This was noted.
- FIN21/14 To note the budgetary provision for the following committees 2021/22**
- a) Finance**
 - b) Village Amenities**
 - c) Planning**
- These were noted. The Finance Committee area would be re-named
'Administration'.
The full version of the Income and expenditure report would be submitted to
each Full Council meeting. The Committee only version of the report would be
submitted to each Committee meeting.

FIN21/15 **To amend Financial Regulations to clarify that no petty cash float will be maintained.**
Resolved The Finance Committee approves of deleting Financial Regulation 6.22 and forwarding to Full Council for ratification. Proposed Cllr Barnes and seconded by Cllr Faulds. Approved unanimously.

FIN21/16 **To note the provisional annual return for 2020/21**
This was noted.

FIN21/17 **To consider the attached 'Report to the Finance Committee'.**
Resolved The recommendations within the Report to the Finance Committee are approved. Proposed by Cllr Barnes and seconded by Cllr Bleet. Agreed unanimously.

FIN21/18 **Matters for the next meeting**
The Clerk will present proposals for an Investment Policy for the Council
Proposals will be presented to the committee regarding a change in banking arrangements.

The meeting closed at 9.40 p.m.