

Broughton in Amounderness Parish Council

Proceedings of the Finance Committee Meeting held on
Tuesday 8th July 2025 at 6:45pm

Present:

Cllr. P Hastings
Cllr. N Parkinson
Cllr. L J Oldcorn (arrived 19:00)

Jessica Dibble – Parish Clerk

Min 0807-78 Welcome by Chair of Finance

The Finance Chair, Cllr. N. Parkinson, called the meeting to order at 18:45 and welcomed all attendees.

It was noted that the meeting was not quorate at the time of opening, and therefore only informal discussions would take place until quorum was reached. Cllr. L. J. Oldcorn was expected to arrive at 19:00 to make the meeting quorate.

Min 0807-79 Apologies

Cllr. M. Bell

Min 0807-80 Declarations of interests

None declared.

Min 0807-81 Approval of Minutes

It was resolved to sign the minutes of the full council meeting held on the 20th May 2025 as a correct and accurate record.

Proposer: Cllr. P Hastings
Seconder: Cllr. N Parkinson

Signed by the Chair: _____

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Min 0807-82 Invoicing and Payments

The Committee reviewed all transactions to date, including pending invoices not yet authorised. The Committee was satisfied with the transaction schedule, which will be recommended for approval by Full Council.

It was further agreed that the Clerk will prepare a report for the next meeting comparing the approved budget against current spend, highlighting any variances and providing an explanation where necessary.

19:00 Cllr. L J Oldcorn arrived.

Min 0807-83 Financial Regulations

The Committee reviewed the amended Financial Regulations and confirmed that Clause 5.10 had been included as part of the updated document. The clause states:

5.10

Where a contract for the supply of goods or services exceeds an annual value of £10,000, the Council shall:

- (a) conduct a formal review of the performance, cost-effectiveness, and continued need for the contract at least once every year; and
- (b) subject to the terms and duration of the agreed contract, re-tender or seek competitive quotes for the provision of the goods or services at least once every two years, unless otherwise agreed by resolution of the Full Council and minuted accordingly.

The Committee agreed that the inclusion of this clause provides appropriate safeguards for managing larger contracts, ensuring both regular performance review and the opportunity to re-tender every two years.

Recommendation: It was the Finance Committee's recommendation that the revised Financial Regulations be adopted at the Full Council meeting and implemented with immediate effect.

Min 0807-84 Management of Budget – Broughton Environment Group (BEG)

The Committee discussed the ongoing management of the budget and expenditure for the Broughton Environment Group (BEG). It was agreed that the existing financial authorisation process would remain in place.

For clarity:

- The Clerk has delegated authority to approve expenditure up to £50.00.
- Any expenditure above £50.00 must be authorised by the Chair and Vice-Chair of Finance.

Signed by the Chair: _____

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- Any anticipated expenditure over £500.00 must be brought to Full Council for approval.

Min 0807-85 Date of Next Meeting

Finance Committee Meeting – Tuesday 19th August 2025 at 6:45pm in The Toll Bar Cottage, 476 Garstang Road, Preston, Lancashire, PR3 5JB.

Chairman Cllr. N Parkinson Closed the meeting at 19:18