

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 10th October 2017 in Newton Poppleford Village Hall at 19.00hrs

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Jeffery & Walker Clerk and 0 members of the public.</p> <p>Meeting began at 7.10pm having been reconvened at the Village Hall, the original venue not being available.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions None</p>	
428	<p>Apologies for absence. Cllrs. Tillotson and Zirker.</p>	
429	<p>Declarations of Interest made. All members present are, by definition, members of the NPPFF Trustee Board.</p>	
430	<p>Minutes of previous Finance Committee meeting 12th September 2017. <i>The minutes of the previous meeting of Finance Committee on 12th September were approved at FULL Council on 25th September.</i></p>	
431	<p>Business to be considered:</p> <p>a) To consider Online banking arrangements Cllr. Burhop has still not received his Authorisation Card from Lloyds. He will contact them to investigate. The issue of online payments due when Council meets at the very end of the month was discussed and it was agreed that Clerk will create any relevant payments for approval by nominated online signatories, coupled with supporting corroborative paperwork, to ensure prompt payments are maintained. These payments can then be ratified by Councillors when they meet. It was further agreed that, for the time being, the Clerks salary will be paid by Online Transfer, rather than by Standing Order. Clerk: Please note and amend bank records accordingly. Please create online transactions as necessary and submit for authorisation to any members with signatory responsibilities.</p>	Clerk
432	<p>b) To consider NPHPC Grant Award Assessment Protocol. Cllr. Jeffery is still working on drafts for the assessment criteria and panel review and therefore this matter was deferred until the next meeting of the Finance Committee. Clerk: please note and add to next FC agenda.</p>	Clerk
433	<p>c) To consider Parishes Together project funding and co-operation with other parish councils. Clerk reported that the joint application with East Budleigh had been submitted for assessment by the EDDC Parishes Together Award panel in November. He further advised that Woodbury Parish Council, having previously declined to be part of the Defibrillator scheme, had sought permission to do so now. Members felt that this may jeopardise the extant application and thus this request was declined. Clerk: please note and advise the ward member for Woodbury accordingly. Please keep members abreast of progress with the current PT application.</p>	Clerk

434	<p>d) To consider recent VAT advice / consultation exercise.</p> <p>Nothing has yet been received from the VAT Consultant following the meeting between Cllr. Burhop and Cllr. Zirker. This matter was therefore deferred until such information has been made available. Clerk: please note.</p>	Clerk
435	<p>e) To consider costs of play equipment at Back Lane.</p> <p>Clerk reported that no further information had been received from EDDC S.106 officer as to whether the repairs could be funded by the S.106 Sports Capital Fund. It was therefore proposed by Cllr. Burhop and seconded by Cllr. Jeffery that the quotation from Mant Leisure be accepted for the replacement backboards and nets for the MUGA in the sum of £406 plus VAT and carriage. Clerk: Please note and liaise with Mant to progress order. Delivery to be made to parish office and Clerk to liaise with Parish handyperson to arrange fitting and other maintenance works in the MUGA area.</p>	Clerk
436	<p>f) To consider financial implications of recent and forthcoming Community Events</p> <p>i) Members considered the financial implications of the recent Popstock event and it was unanimously agreed that the NPPFF should invoice the Council for a sum equivalent to 10 hours usage of the Pavilion building, fields and utilities. Clerk: please liaise with NPPFF Treasurer to generate this invoice and present to Council for approval at October's meeting.</p> <p>ii) Cllr. Burhop outlined the arrangements for the forthcoming Fireworks event. Clerk confirmed that, subject to Risk Assessment, the Council's insurers, Zurich, already indemnify the Council for such an event and thus, no additional premium is payable. The anticipated surplus of this event is likely to be in the region of £300 to £500 which would be vired to the earmarked Community Events reserve fund.</p> <p>iii) Finally, it was brought to Council's notice that a local supermarket was collecting tokens of interest for three local ventures, one of which was the Christmas Luncheon; the Council being named in public as the promoter and sponsor. Members were concerned by the fact that this decision had not been discussed nor approved by Council and felt that any charitable venture which carried the Council's name should be supported by a minuted resolution. Cllr. Burhop asked that all Councillors involved should be able to account for their actions at the next meeting of Council and an item for discussion be placed on the next Agenda for 30/10 to discuss this matter and resolve a policy for future occasions. Clerk: please note and add to agenda accordingly.</p>	Clerk
437	<p>g) To consider draft interim risk assessment and internal financial controls review.</p> <p>Members had not had the opportunity to fully address and review these documents and so the matter was deferred until the next meeting of the Finance Committee. Clerk advised that the interim report from the Internal Auditor was due shortly and that this will form part of their considerations. Clerk: please add to next FC agenda.</p>	Clerk

438	<p>h) To consider Asset Transfer of WC from EDDC to NPHPC</p> <p>The WC working party met recently to consider the completion of the Asset Transfer paperwork to EDDC and to consider a first draft costings of the works scheduled / proposed for the WC building once the transfer has been completed.</p> <p>Cllr. Burhop asked to see a copy of the original 2006 Lease agreement between EDDC and NPHPC.</p> <p>Clerk: please find this document and scan and email to Cllr. Burhop for his perusal and review.</p> <p>Please prepare a submission pack for WCWP group members and circulate asap.</p> <p>Cllr. Jeffery suggested that comparisons be found with other Councils that had taken on similar assets from the higher authority to determine what “dowry” or financial incentives had been negotiated beforehand.</p> <p>Clerk: please investigate.</p> <p>Finally, it was proposed by Cllr. Burhop and seconded by Cllr. Walker that Michelmores of Sidmouth be employed as legal representatives to NPHPC in the matter of the Asset Transfer from EDDC. Fees of up to £1000 plus VAT were agreed upon, plus those payable by NPHPC to EDDC which are, as yet, unknown.</p> <p>Approved unanimously.</p> <p>Clerk: please note and contact Michelmores accordingly.</p>	Clerk
439	<p>i) To review Action List 2017/18</p> <p>Following on from the recent review, the following updates were proposed:</p> <p>The reference to VAS be retained until a working system can be implemented for movement and maintenance of the unit.</p> <p>The School be contacted regarding their “wish lists” for traffic and pedestrian safety in School Lane. In the meantime, Clerk is continuing his efforts to establish ownership of the land ‘twixt Turner Close and Glebelands.</p> <p>Cllr. Burhop asked for the details of the landowners whose land adjoins the 4 corners of the A3052 road bridge across the Otter.</p> <p>Clerk: please investigate and report back to CB accordingly.</p> <p>Cllr. Jeffery, and Ranger, are meeting with DCC Cllr. Wright to consider the matter of the Red Bridge and adjacent land and river banks. Cllr. Burhop will walk FP3 when he undertakes the Fireworks Risk Assessment to determine what repairs may be required there.</p> <p>It was proposed by Cllr. Burhop that Council consider a long term project to convert the existing grass MUGA (Multi Use Games Area) to an all-weather facility with newer and better equipment. To this end, Clerk was asked to contact three suppliers for quotes and proposals and report back to F/C so that the matter of fundraising can be investigated once likely costs known.</p> <p>Clerk: please investigate and report back to F/C accordingly.</p> <p>Please add the issue of Action List Review to next F/C agenda for further consideration.</p>	Clerk

<p>440</p>	<p>j) To consider timetable for 2018/19 budget setting and precept.</p> <p>Cllr. Burhop had reviewed the current Budget Monitor and make several suggestions / recommendations for F/C to consider as part of the deliberations and calculations for the forthcoming financial year's budget and precept.</p> <p>It was proposed by Cllr. Burhop and seconded by Cllr. Jeffery that the budget value for Election Reserves be vired to a new earmarked Reserve Fund, and no further budget allocation be taken forward into 2018/19. Agreed unanimously. Clerk: please note.</p> <p>It was proposed that all financial transactions relating to the NPPFF be removed from NPHPC budget; namely, Field income, Insurance and Grass Cutting expenditure. These would then become part of NPPFF and any subsidies between the two would be negotiated as open-book accounting. This is to be discussed by Full Council in October. Clerk: please add to October agenda.</p> <p>Other areas for consideration: Grants available P3 Grants and expenditure Staff remuneration and superannuation via P/P Committee review. Subscriptions Insurance renewals 2018/19 WC refurbishment costs and ongoing maintenance.</p> <p>Clerk: prepare a draft 2018/19 budget with precept implications and include all revisions / amendments suggested. Please circulate this document to Chairs asap. for their review and comment.</p> <p>Additionally, it was proposed that a comprehensive "grass" map of the parish be drawn up to determine who has responsibility for each piece of grass / verge and hedge and this information can then be factored into the forthcoming contract renewal, as there may be areas which the PC wishes to take on as a parish responsibility to ensure consistent attention and maintenance in the future.</p> <p>Clerk: please note and prepare (addendum: include parish grit bins on this map too please, and parish benches.)</p>	<p>Clerk</p> <p>Clerk</p>
<p>441</p>	<p>k) To consider Parish Honorariums for service to Council and to parish community</p> <p>After considerable discussion, it was proposed by Cllr. Burhop that Council do not pay any Honorariums to volunteers etc, but simply continue to reimburse any costs borne by those volunteers so as to not alienate or unfairly favour anyone undertaking community work in the parish; there being no easy way to determine who was eligible and worthy of such a payment. Agreed unanimously.</p> <p>Furthermore, it was proposed by Cllr Burhop, seconded by Cllr. Jeffery that the Parish Internal Auditor be asked to submit an invoice for their auditing services in the amount of £100 plus any applicable VAT to be shown as Professional Fees in the parish Council accounts. Clerk: please note.</p>	<p>Clerk</p>

442	<p>I) To consider Grant of Benefit to Harpford Hall (Trustees)</p> <p>It was proposed by Cllr. Burhop and seconded by Cllr. Jeffery that the second projector screen owned by the Parish Council be donated to Harpford Hall as a “Grant of Benefit” with immediate effect on the basis that the Council would benefit from the installation, being a user of the hall, and from the wider benefit to the residents of Harpford.</p> <p>Clerk: please notify the trustees asap. and make arrangements for the equipment to be delivered to Harpford Hall when a mutually convenient date and time has been agreed.</p> <p>Please remove from Council’s asset register and make a note for 2017/18 End of Year Annual Return to reflect the asset movement.</p>	Clerk
443	<p>Matters considered as urgent by presiding Chairman.</p> <p>The part-year All-Risks Insurance Policy renewal quote has been received from Zurich and it was proposed by Cllr. Burhop, seconded by Cllr. Walker that this quote be agreed and that cover will continue with the same insurer until 9th June 2018, in line with Council’s other insurance policies. Agreed unanimously.</p> <p>Clerk: please note and arrange remittance. Please check renewal for veracity and contact insurers accordingly.</p> <p>It was proposed by Cllr. Jeffery and seconded by Cllr. Walker that any allotment tenancies between now and 31/3/17 be not charged for in this financial year, but for the pro-rata element to be carried across to next year’s renewals and charged accordingly. Agreed unanimously. Clerk: please note.</p> <p>It was proposed by Cllr. Burhop and seconded by Cllr. Walker that a donation of £200 be made this financial year to the Poppy Appeal, by way of Sidbury Royal British Legion, in recognition of the wreaths provided for the Parish Council on Remembrance Sunday and as a donation to that appeal on behalf of the residents of Newton Poppleford and Harpford Parish. Agreed unanimously. Clerk: please note and action accordingly.</p>	Clerk
444	<p>Date and time of next Finance Committee meeting 14th November 2017 – 7pm (venue to be agreed)</p> <p>Clerk: please arrange meeting booking and agenda.</p>	Clerk
445	<p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.50pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____