

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 12th December 2017 in Harpford Village Hall,
Harford at 19.00hrs

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Jeffery, Tillotson, and Walker Clerk and 0 members of the public.</p> <p>Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions None</p>	
501	<p>Apologies for absence: Cllr. Zirker.</p>	
502	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson declared pecuniary interests in agenda item 4/6a) as a NPHPC allotment tenant.</p>	
503	<p>To consider Minutes of previous Finance Committee meeting 14th November 2017: <i>The minutes of the previous meeting of Finance Committee on 14th November were approved at FULL Council on 27th November.</i></p>	
504	<p>Matters arising from these minutes: i) A3052 Road / Foot bridge investigative admin. still required. ii) Matter of additional dog / litter bins to be added to January 2018. iii) The matter of bank deposits to be considered in May 2018 Clerk: please note and diarise accordingly</p>	
505	<p>Business to be considered:</p> <p>a) To consider Council budget and precept for 2018/19</p> <p>After discussion, revision and due consideration of the likely transfer of more service provision from higher authorities, it was the recommendation of the Finance Committee that NPHPC resolve to set a budget of £60,113 for the forthcoming financial year, coupled with a precept demand of £42,500 – unchanged from 2017/18 – equivalent to a Band D demand of £46.75 pa, a fall of 0.88% from 2017/18.</p> <p>Proposed by Chair, seconded by Cllr. Jeffery. 3/0/1 (Cllr. Tillotson abstained due to pecuniary interest) So resolved.</p> <p>Clerk: Please circulate finalised budget spreadsheet to all members of council with these minutes so that a decision can be made at full council 18/12/17.</p>	Clerk

506	<p>b) To consider online and established banking arrangements</p> <p>i) Cllrs. Burhop and Zirker have still not received their Lloyds Online Authorisation Cards despite numerous approaches.</p> <p>Both Cllrs. to pursue Lloyds via Online Banking Helpdesk and report back to next FC meeting with update on progress.</p> <p>ii) As detailed above, the issue of bank interest and investments was deferred until May 2018 for further consideration once other capital projects had been assessed.</p> <p>Clerk: please add to May 2018 FC agenda.</p>	<p>Cllrs. CB/DZ</p> <p>Clerk</p>
507	<p>c) To consider NPHPC Grant Award Assessment Protocol.</p> <p>This matter was deferred until next meeting of FC to be considered so that Grant budget for 2018/19 can be determined by Full Council.</p> <p>Clerk: please add to next FC agenda.</p> <p>Cllr. Jeffery; please re-circulate draft assessment doc.</p>	<p>Clerk HJ</p>
508	<p>d) To consider progress with Parishes Together project 17/18</p> <p>Clerk reported that EDDC Grant Award panel was meeting on 13th December and that a decision should be made available to Clerk by date of next full Council meeting.</p> <p>Clerk: please add to next ORD agenda.</p>	<p>Clerk</p>
509	<p>e) To consider Parishes Together project funding and co-operation with other parish councils 18/19</p> <p>Clerk updated members on recent meeting at OSM to discuss collaborative projects between local parish and town councils for the 18/19 PT grant award scheme. The proposal from NPHPC for shared, “pop-up” marquees for use with community events was well received and Clerk has prepared a briefing paper for that group to try and co-ordinate support ready for an application in Spring 2018.</p> <p>Clerk: please circulate project proposal to all NPHPC councillors for their perusal.</p>	<p>Clerk</p>
510	<p>f) Risk Assessments / IFCR* / Internal Auditing</p> <p>i) Members asked Clerk to add an “impact” field to the current RA document and for this revised document to be made available to the next FC meeting for further consideration and review.</p> <p>Clerk: please action accordingly.</p> <p>ii) The * Internal Financial Control Review document was discussed and amendments made. It was proposed by Chair and seconded by Cllr. Tillotson that the substantive document be adopted as policy. Resolved unanimously. Clerk: please circulate.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>iii) The recent Internal Auditor's Interim Report was discussed and contents noted. Chair thanked Beth Webb for the report and noted that the Council had conformed to every recommendation made in the original report of June 2017.</p> <p>iv) Clerk requested authorisation for a 2kg Powder Fire Extinguisher to be provided at his residence as part of the Council's Risk Assessment and Home Working policy conformance. This item of expenditure was sanctioned by Chair under his delegated power of authority for Committee chairs.</p>	
511	<p>g) To consider grass maintenance contracts.</p> <p>After considerable discussion, it was proposed that a schedule of specification be drawn up by the Clerk and circulated to all members of FC with accompanying maps for consideration and comment, in order that a final draft can be used to invite tenders for the 2018/19 contract. The target date for publication is 10th January 2018 with tenders to be submitted by 31st January 2018 with Council to make final decision in February 2018.</p> <p>Clerk: please prepare and circulate asap.</p> <p>Invitations to Tender to be placed in/on: Noticeboards Parish Newsletter Website Consideration to be given to a paid advert in local press.</p>	Clerk
512	<p>h) To review Action List 2017/18</p> <p>Amendments made to current version of Action List.</p> <p>Clerk: please amend and circulate new version asap.</p>	Clerk
513	<p>Matters considered as urgent by presiding Chairman.</p> <p>None</p>	
514	<p>Date and time of next Finance Committee meeting 16th January 2018 – 7pm Harpford Hall</p> <p>Clerk: please arrange meeting booking and agenda.</p>	Clerk
	<p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.10pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____