

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 12<sup>th</sup> March 2019 at 7pm in Harpford Village Hall, Harpford

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair) Dalton, Jeffery, and Walker (later Tillotson) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Outlined <b>Public Questions</b> No public questions or representations.</p>	
FC19/13	<p><b>Apologies for absence:</b> Cllr. Zirker – On Holiday. Absence noted and approved</p>	
FC19/14	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC19/15	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 12<sup>th</sup> February 2019 as previously circulated to members.</b> <i>Approval of minutes was proposed by Chair, seconded by Cllr. Dalton. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</i> Matters arising: <i>None.</i></p>	
	<p><i>Cllr. Tillotson arrived at 7.15pm.</i></p>	
FC19/16	<p><b>To review Council's 2018/19 Action Plan and to consider handover to new Council Administration after May 2<sup>nd</sup> elections:</b> Amendments / revisions made. <i>Clerk: Please amend master copy and circulate new revised version to all members of Council.</i></p>	
FC19/17a	<p><b>Business to be considered:</b></p> <p><b>a) To consider quotations for cemetery wall repairs:</b> Clerk advised that, of the four contractors approached, only one had provided a quotation for the required works; at a cost of £6747 plus VAT (plus bricks as required at cost) It was agreed that Finance Committee recommended proceeding with this contractor subject to sight of relevant insurance documents and to consent from the Exeter Diocese under List "B" approval (as under Faculty jurisdiction). The matter to be referred to Full Council on 25/3/19 for final decision. <i>Clerk: Please contact Diocese to start application for consent. Contact contractor and establish terms, timescales and obtain relevant documents as above.</i></p>	
FC19/17b	<p><b>b) To consider matters pertaining to Council's Bank Accounts with Lloyds:</b> <i>It was proposed by Cllr. Jeffery, seconded by Chair, that Council should open – with immediate effect – a 32 days Notice Term Deposit Account to run alongside the existing current account and that all earmarked reserves (currently £52820.03) are transferred to the new account with 32 days notice to withdraw. Resolved unanimously.</i> <i>Clerk: Please open account as resolved and transfer funds via relevant signatory authority as required.</i></p>	Clerk

FC19/17c	<p><b>c) To consider Surgery Licence Fee for financial year 2019/20 (24m review):</b>  After discussion, it was proposed by Chair, seconded by Cllr. Tillotson, that Finance Committee recommend no change to the existing Licence Fee of £2500 per annum currently charged for the use of the Surgery Building in Roberts Way. Resolved unanimously. Next review date scheduled for March 2021.  Chair will convey this decision to the licensee when they meet later this month.  Clerk: Please note when billing CMC on their quarterly cycle.</p>	Clerk
FC19/17d	<p><b>d) To consider the s.106 Deed of Agreement for Play and Sports Capital Funding in the parish of NP&amp;H:</b>  Chair, and Cllr. Jeffery, signed the Deed of Agreement as per Council's previous resolution to utilise the s.106 funding receipts held by EDDC.  Clerk: Please forward signed copies back to EDDC s.106 officer and seek timescales for receipts. Please commence process for re-obtaining quotes for the 4 projects outlined in the Deed of Agreement.</p>	Clerk
	<p><i>Chair proposed that agenda item FC19/17f. be brought forward for consideration. Agreed unanimously.</i></p>	
FC19/17f	<p><b>f) To consider virements to reserves in anticipation of financial year end figures:</b>  After review of the forecasted End of Year financial figures provided by the RFO, it was proposed by Chair, seconded by Cllr. Jeffery, that the following Virements be actioned:  £250 to replenish the IT Capital Fund  £1000 towards provision of a defibrillator and cabinet for Harpford village.  The remainder of the available cash balance in the accounts (at year end – est. £5500) to be vired to a new earmarked reserve fund to cover the costs of the proposed Cemetery Wall rebuild / repair works.  Resolved Unanimously.  Clerk: Once the final accounts for the financial year have been prepared (taking into account all receipts and payments for March 2019), please vire within the accounts as directed above and amend Cashbook Summary to accurately reflect those virements as above.</p>	Clerk
FC19/17e	<p><b>e) To consider matters pertaining to proposed provision of defibrillation equipment for Harpford village:</b>  Cllr. Dalton declared a personal interest as a Trustee of Harpford Village Hall.  Clerk advised that a heavily discounted price had been negotiated with the previous supplier of the 10 sets of the equipment provided under the Parishes Together scheme, but that this price would not extend beyond 31<sup>st</sup> March; the overall cost being £1068 net. for the cabinet, defibrillator, paedpadpak and Prep. Kit.  It was proposed by Chair (in light of virements proposed above in 19/17f.) that the purchase be made as an asset and benefit to the overall parish community. Seconded Cllr. Walker. 3/0/1 absten (LD). So resolved.  Clerk: Please note and action accordingly prior to 31/3/19.</p>	Clerk

	<p><b>g) To receive update on forthcoming parish community events:</b></p> <p>Chair confirmed that Fireworks Event Organiser had been booked for 8<sup>th</sup> November 2019. The issue of the proposed summer event (on 21/7) was deferred until the next Finance Committee meeting in April.</p> <p>Clerk: Please add to next FC agenda accordingly.</p>	
	<p><b>h) To consider funding arrangements for the DAAT Night Landing Site project:</b></p> <p>Clerk reported that EDDC were still considering the application for Communities Together funding (submitted by NPPFF in cooperation with Colaton Raleigh PC).</p> <p>If this application was successful, and taking into account the Locality Award from Cllr. Claire Wright, and the kind offer of £400 from a private benefactor, there would still be a shortfall to be met of some £300. In addition, the additional electrical supply equipment discussed recently (to be provided as a NPPFF amenity) would be funded (in part) by a grant application from the NPPFF Trustee Board.</p> <p>Noted. Clerk was asked to add to next FC agenda for updates as decisions became known of other funding sources.</p> <p>Clerk: Please note and action accordingly.</p>	
FC19/18	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>1) Contractor had given notice to terminate WC cleaning contract as at 31/3/19. Clerk was directed to make urgent enquiries of other providers. Chair suggested that, if none found, the toilets may have to be closed temporarily rather than be open and uncleaned.</p> <p>Matter to be discussed at the next ORD meeting 25/3/19</p> <p>2) A request was received by the Surgery Licensee to install a new phone socket at the Surgery building for patient wi-fi. Agreed under delegated powers on the agreement that any damage / decoration be made good as and when the contract was ended and tenants left the building.</p> <p>3) Chair outlined an ongoing dispute with K&amp;S Fire Service regarding an invoice received for servicing and repairs at the Surgery building which had been neither approved or authorised. Chair was in communication with the company and would keep members of FC abreast as developments warranted. Clerk was asked to obtain a copy of any long-term service agreement between the contractor and the PC.</p> <p>Clerk: Please note and obtain documents as directed.</p> <p>4) Chair advised that he had authorised expenditure of £37.65 under his delegated authority as Chair for sufficient copies of a Community Surgery Questionnaire to gather evidence for the King Alfred Way DMC meeting re: provision of a new surgery building.</p> <p>Noted.</p>	
FC19/19	<p><b>Date and time of next Finance Committee meeting;</b></p> <p>16<sup>th</sup> April 2019 – Harpford Hall – 4.00pm</p> <p>Clerk: please arrange meeting booking and agenda.</p>	Clerk
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.20pm.</b></p>	

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*Signed as a true record of the meeting above:*

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_