

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

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

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Jeffery, Tillotson, Walker & Zirker. Clerk and 0 members of the public.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions None Chair thanked all those involved with “Popstock” both in the planning stages, and on the day.</p>	
395	<p>Apologies for absence. None – all members present.</p>	
396	<p>Declarations of Interest made. All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson declared a personal interest as an organiser of “Popstock” Community Event.</p>	
397	<p>Minutes of previous Finance Committee meeting 1st August. <i>Minutes of the previous meeting of Finance Committee on 1st August will be considered at FULL Council on 25th September.</i></p>	
398	<p>Business to be considered:</p> <p>a) To consider Online banking arrangements i) Clerk has been in correspondence with Lloyds Bank and 3 new card readers have been supplied for online authorisation. Signatories agreed to contact Lloyds directly to determine whereabouts of previously despatch Authorisation Cards. Cllr. Walker confirmed that Online system is operational and that Clerk/RFO’s designation had been amended to Full Delegate/Create as originally agreed by FC.</p> <p>ii) Clerk also reported that due to an EDDC clerical error, the 2nd tranche of Parish Precept had been erroneously paid to the Natwest account, as opposed to the Lloyds account as instructed. A correcting Interbank Transfer was authorised under Financial Regulations to correct this error.</p> <p>Clerk: Please diarise for next FC to check Online Authorisation progress. Please amend Bank reconciliations re: above I/Bank Transfer.</p>	Clerk
399	<p>b) To consider renewal of Surgery Insurance policy</p> <p>As previously resolved, Clerk has arranged a short term policy, with pro-rata premium, to allow for synchronisation of all Council Insurances for June 2018. Noted.</p> <p>Clerk: please raise remittance for approval on 25th September.</p>	Clerk
400	<p>c) To consider NPHPC Grant Award Policy</p> <p>It was agreed that FC will ask Cllr. Jeffery to explore options re: the Assessment procedure for Grant Applications and to report back to FC as soon as is practicable.</p> <p>It was further agreed to defer adoption of said policy until March 2018 so as to not disrupt Grant Awards in the current financial period and to include Grant Assessment as a standing agenda item for FC meetings hereafter.</p> <p>Clerk: please note and add to next FC agenda.</p>	Clerk

401	<p>d) To consider Parishes Together project funding and co-operation with other parish councils.</p> <p>Clerk outlined recent correspondence and communications with local councils to facilitate the AED project that Council had specified at an earlier meeting. A partner council had been identified but they needed to pass a suitable resolution to undertake the project and so the matter was postponed until the next FC meeting. In the meantime, however, it was (P) Cllr. Jeffery and (S) Cllr. Zirker that Council apply to the Parishes Together Fund for a grant award towards the purchase, installation, and training costs, of a single Public Access Defibrillator to be hosted at the Cannon Inn (subject to hosting agreement). No Parish Council financial expenditure would be necessary ie. costs full covered by PT award. Resolved unanimously.</p> <p>Clerk: please note and diarise to contact partner council for confirmation of their intention to proceed. Once received, make necessary application for panel consideration on 10/11/17. Contact Cannon Inn to determine hosting arrangements.</p>	Clerk
402	<p>e) To consider S.106 Play and Sports Capital Funding</p> <p>EDDC have provided figures outlining what is available to the Parish Council for Play and Sports facility spending. Some elements of the projects still require more data / information from EDDC and it was agreed to return to EDDC S.106 Officer with a series of questions designed to clarify a number of issues and allow Council to start the process of using these funds for the betterment of the parish.</p> <p>Clerk: please contact EDDC with the list of questions raised and maintain communications until information has been received. Please liaise with play / sports equipment suppliers as necessary to collate the quotations required and refer back to FC once received. Please add to next FC agenda for their consideration.</p>	Clerk
403	<p>f) To consider financial implications of recent Community Event</p> <p>Clerk reported that financial data is still being received and, as such, a definitive snapshot of the finances was not possible at this stage. This matter was deferred until the next Finance Committee meeting. FC Members wished to express their thanks to all those involved but also felt that Council could learn from the event and take both positives and negatives forward to ensure that future events were organised to reduce exposure to risk and loss and to maximise benefit to the parish.</p> <p>Clerk: please note. Once data collated, please distribute to FC members for their consideration.</p>	Clerk
404	<p>g) To consider draft interim risk assessment and internal financial controls review.</p> <p>Members discussed draft documents and Chair invited comments by email prior to next meeting to adopt policy and review prior to formal approval by full Council. It was agreed that Risk Assessment be added to future agendas as a mandatory item for consideration and that the key Risks be highlighted on each version until that risk had been nullified, mitigated or accepted as unavoidable.</p>	

404 (Continued)	Clerk: please add to next FC agenda and add as standing item to Full Council agendas from this date. Please collate responses from FC members and re-draft Risk Assessment to incorporate an appendix to contain the key risks identified.	Clerk
405	<p>h) To consider Asset Transfer of WC from EDDC to NPHPC</p> <p>Negotiations have been ongoing between Council, EDDC and the ward member, Cllr. Ranger with regards to facilitating the asset transfer of the amenity to the parish council as a precursor to any refurbishment works, given the current restrictions of the lease (now in abeyance).</p> <p>Cllr. Walker (P) Cllr. Zirker (S) that the EDDC document – TRANSFER OF PREMISES TO TOWN AND PARISH COUNCILS – be completed by Clerk, circulated for review, and then referred to full council for final ratification prior to submission to EDDC. Resolved unanimously</p> <p>It was further agreed that Clerk would contact local solicitors for quotations to act on Parish Council's behalf in respect of the legal papers required.</p> <p>Finally, it was agreed that the Working Party for the WC Project will meet within the next 4 weeks to start the process for formulating finite plans for the proposed works, to seek costings for same and to work with EDDC Building Control to ensure compliance. The outcomes of this working party to be referred to FC in the first instance and then to Full Council for final ratification.</p> <p>Clerk: please note all above and action accordingly. Please contact all members of WCWP to agree a mutually convenient date for next meeting.</p>	Clerk
406	<p>i) To review Action List 2017/18</p> <p>After discussion, it was suggested that the three Chairs of Committees meet together with Clerk to run through the list extant and to resolve queries and questions as far as possible; the resultant document to be referred back to FC for further consideration at next meeting.</p> <p>Clerk: Please note and arrange meeting as soon as is possible. Please add to next agenda for FC consideration as revised.</p>	Clerk
407	<p>j) To consider timetable for service maintenance contract renewals.</p> <p>Chairman suggested that FC first consider the scope of the works to be covered by the service agreement, in as much as the NPPFF were deliberating over similar issues and that some overlap will naturally occur. There are also additional areas in the parish which, as a result of higher authority abrogation, the Parish Council may wish to take on as a parish amenity under precept / budget rather than continue to face delays in seeking completion by those higher authorities. It was further suggested that the Parish Newsletter and website and noticeboards be used to invite suggestions from parishioners as to their views on this subject.</p>	

407 (continued)	<p>Furthermore, Council to consult with Honorary P3 warden to seek his views on parish maintenance matters including the works required on Webbers Meadow ie nature and frequency of cuts.</p> <p>Clerk: please note and action accordingly. Please liaise with Cllr. Walker re: newsletter submission.</p>	Clerk
408	<p>k) To consider costs of play equipment at Back Lane.</p> <p>This item had already been considered as part of discussions regarding S106 capital funding.</p> <p>Clerk: Please note and add to next FC agenda for consid.</p>	Clerk
409	<p>l) To consider provision of new waste bin at Venn Ottery</p> <p>After consultation with the Chair of VOSRA (Venn Ottery & Southerton Residents Assoc.), it was agreed that this matter would not be considered further.</p> <p>Clerk: please note and remove from Action List</p>	Clerk
410	<p>m) To consider timetable for budget setting and precept.</p> <p>It was agreed that FC would consider the principles of what is to be included in negotiations / calculations at the next FC meeting and provide a draft report to Full Council in November. Further FC meetings would continue the discussions and Council could then consider a final proposal at December's Ordinary meeting with any final amendments to be completed in January for submission to EDDC as per their required timetable.</p> <p>Members of FC were therefore invited to start their considerations at this stage and bring those to the table when FC next meets as below.</p> <p>Clerk: please note and co-ordinate agendas as necessary.</p>	Clerk
411	<p>Matters considered as urgent by presiding Chairman.</p> <p>After consideration of the various quotes obtained by Chair for specific VAT advice as discussed at a previous meeting, it was proposed by Cllr. Zirker, seconded by Chair that the quotation for £500 (plus VAT) be accepted and that body be tasked with undertaking a full analysis of the VAT status, compliance and any proposed changes required by legislation. Agreed unanimously.</p> <p>Chair: please contact successful supplier and arrange as above subject to agreed timetable for completion.</p> <p>Members then discussed the recommendations from the recent Policy & Personnel Committee regarding Pensions auto-enrolment and it was proposed that Council make a 3% monthly contribution to an established Pension Account based on employees qualifying earnings, this sum having been previously budgeted for. Proposed Chair, seconded Cllr. Zirker. Agreed unanimously. So resolved.</p> <p>Clerk: Please note and action accordingly.</p> <p>Finally, issues relating to the Pavilion were briefly discussed and referred to the next NPPFF Trustee Board meeting for action.</p> <p>Clerk: Please note and add to Trustee Board agenda.</p>	<p>Chair</p> <p>Clerk</p> <p>Clerk</p>

412	Date and time of next Finance Committee meeting Chair proposed two dates, and asked that members liaise with Clerk to agree that most preferable. Clerk: please arrange meeting booking and agenda. (subsequently 10th October 2017 at 7pm was decided upon)	Clerk
413	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.50pm.	

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Signed as a true record of the meeting above:

Chairman: _____

Date: _____