

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 14th November 2017 in Newton Poppleford Village Hall
Committee Room at 19.00hrs

ACTION by:

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| | <p>Present Cllrs. Burhop (Chair) Dalton, Jeffery, Tillotson, Walker & Zirker 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> | |
| 466 | <p>Apologies for absence: None.</p> | |
| 467 | <p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson and Zirker both declared pecuniary interests in agenda item 4/6m) as both are NPHPC allotment tenants.</p> | |
| 468 | <p>To consider Minutes of previous Finance Committee meeting 10th October 2017: <i>The minutes of the previous meeting of Finance Committee on 10th October were approved at FULL Council on 30th October.</i></p> | |
| 469 | <p>Matters arising from these minutes: Cllr. Burhop reminded Clerk regarding investigations into the 4 pieces of land on which the A3052 Harpford-NP road bridge sits. Clerk: please note and action immediately.</p> | |
| 470 | <p>Business to be considered:</p> <p>a) To consider Online and established banking arrangements</p> <p>i) Cllrs. Burhop and Jeffery signed DD Bank Mandate for Lloyds Bank account to switch from dormant NWB account. ii) Cllrs. Burhop and Zirker have still not received their Lloyds Online Authorisation Cards. Both Cllrs. to pursue Lloyds via Online Banking Helpdesk and report back to next meeting with update on progress.</p> <p>iii) Cllrs. considered the feasibility and benefit of investing a proportion of the Council's reserves into a short term / instant access deposit. Three options were considered. It was agreed to defer this matter until the next FC meeting; additionally, it was proposed that the dormant Natwest Account be closed before the end of this financial year and the balance transferred to Lloyds as no transactions were now passing through that account. Clerk: please note and action immediately. Please add a suitable resolution to February18 ORD meeting to enable closure as per this proposal.</p> <p>There was a query as to whether the Council could buy Premium Bonds: Upon investigation, the answer is No.</p> | <p>Clerk</p> <p>Clerk</p> |

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| 471 | <p>b) To consider NPHPC Grant Award Assessment Protocol.</p> <p>Cllr. Jeffery will circulate a draft document in time for next FC meeting. Deferred until DEC. Clerk: please note and add to next FC agenda.</p> | Clerk |
| 472 | <p>c) To consider progress with Parishes Together project 17/18</p> <p>Clerk reported that application had been submitted and receipt acknowledged with no queries. Decision scheduled for end of November. Clerk: please note and add to next FC agenda.</p> | Clerk |
| 473 | <p>d) To consider Parishes Together project funding and co-operation with other parish councils 18/19</p> <p>Clerk advised that Ottery St. Mary TC was hosting a PT meeting on the 24th November to discuss and investigate PT grant projects now that Ditches and Drainage schemes had been ruled out. Clerk will attend and report back. Members were keen on the idea of shared Marquee(s), but were mindful of assembly limitations and ongoing storage / maintenance costs. Clerk: please note and add to next FC agenda for update.</p> | Clerk |
| 474 | <p>e) To consider recent VAT advice / consultation exercise.</p> <p>Report noted. No further action necessary as Council uses VAT126 mechanism to reclaim VAT input tax.</p> | |
| 475 | <p>f) To consider costs of play equipment at Back Lane.</p> <p>Clerk reported replacement backboards for the MUGA had been ordered and were due imminently, ready for fitting by Handyperson. Some additional maintenance work will be required. Clerk has not had the opportunity to meet with suppliers to get quotes for creating an all-weather MUGA as per Councils direction. No progress with S.106 Officer as to Play Capital spending at Webbers Meadow and Venn Ottery Village Green Cllr Jeffery declared a personal interest as owner of a property at the Hoppins development site, where S.106 funds were required under a legal agreement. Clerk to remind officer for details ready for DEC meetings.</p> | Clerk |
| 476 | <p>g) To consider financial outcome of recent Community Event</p> <p>i) Chair reported that the recent Firework event generated a surplus of £595 and it was proposed by Chair, seconded by Cllr. Jeffery, that this sum (plus the donation below) be vired into the Community Events Reserve Fund. Approved unanimously. Clerk: please note and action accordingly on Cashbook Summary</p> <p>ii) Chair also asked that recognition be given in the minutes to a local resident, Mr. Turner, who kindly donated £200 towards a future similar event. Clerk to send a formal letter of thanks on behalf of Council. Clerk: please note and action accordingly.</p> | Clerk Clerk |

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| 476 (Cont.) | <p>iii) Chair proposed that there be an increase in budgeted expenditure for 2018/19 for further such events. Councillors agreed that the key to success and achievement of cost-neutral or surplus-generating events was efficient and targeted advertising, promotion and co-operation between members and third parties such as concessions etc. It was agreed to publish in May 2018 an invitation to interested parties who might wish to participate in the Firework Event to raise funds for their designated local groups.</p> <p>Clerk: please note and action accordingly.</p> | Clerk |
| 477 | <p>h) To consider draft interim risk assessment and internal financial controls review / Internal Auditors Interim Report</p> <p>Chair asked members to consider draft Risk Assessment and IFCR ready for next meeting in December.</p> <p>Clerk: please add to next FC agenda and re-circulate to all members of FC.</p> <p>The Interim Internal Auditors Report had not been received by the date of this meeting and so consideration of that matter was deferred until December also.</p> <p>Clerk: please add to next FC agenda and circulate IIAR to all members of FC when received.</p> | Clerk Clerk |
| 478 | <p>i) Grass Maintenance Contract renewal 18/19 onwards</p> <p>Clerk has gathered together maps of what the higher authorities ie. DCC / EDDC will be cutting in future. Clerk has been advised that those Councils will consider a payment to smaller authorities for said work if they undertake to cut in the future.</p> <p>Clerk: please investigate and report back to FC with findings.</p> <p>It was agreed that Chair, Cllr Jeffery and Clerk will meet as a small working party to formulate a working, costed plan for future grass maintenance etc. (GWP). It was also proposed that Council should consider the issue of Webbers Meadow grass cutting policy when it meets in November.</p> <p>Clerk: please add to next ORD agenda</p> <p>There is also the possibility of DCC Highways Community Maintenance Enhancement Funds being used for additional grass cutting where DCC are reducing service coverage. Clerk to enquire and report back to GWP.</p> | Clerk Clerk |
| 479 | <p>j) To review Action List 2017/18</p> <p>This matter was deferred until December for consideration.</p> <p>Clerk: note and add to DEC FC agenda. Re-circulate current Action Plan Review doc.</p> | Clerk |
| 480 | <p>k) To consider 2018/19 NPHPC budget and precept.</p> <p>Chair and members considered the budget forecast and length and made several revisions / additions etc. into 2018/19. Agreed unanimously. Clerk: please note and re-circulate to FC members. Please add to DEC agenda for final consideration at DEC ORD meeting.</p> | Clerk |

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| 481 | <p>l) To consider provision of additional dog waste and litter bins in parish</p> <p>Within the budget forecast referred to above, it has been proposed to allow for an additional 3 units in the parish in 2018/19, style and location yet to be agreed by Council.</p> <p>Clerk: note and add to JAN ORD agenda for consideration</p> | Clerk |
| 482 | <p>m) To consider Allotment Rents payable 2019/20</p> <p>It was suggested by Chair that the decision on this matter be made by full Council and given that notice must be given to allotment tenants 12 months in advance, and thus this matter is to be discussed at February's ORD meeting. FC recommendation however is that no additional charges be levied as 1) allotment costs are more than covered by income presently and 2) allotments are a statutory undertaking and are generally accepted as sometimes requiring taxpayer subsidy to be viable i.e. they can be operated at a loss if need be.</p> <p>Clerk: note and add to FEB ORD agenda for consideration</p> <p>It was mentioned that the BT wires are again causing concern to allotment users. Clerk to liaise with Cllr. Tillotson to assess asap.</p> | Clerk |
| 483 | <p>Matters considered as urgent by presiding Chairman.</p> <p>None</p> | |
| 484 | <p>Date and time of next Finance Committee meeting 12th December 2017 – 7pm Harpford Hall</p> <p>Clerk: please arrange meeting booking and agenda.</p> | Clerk |
| 485 | <p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.05pm.</p> | |

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Signed as a true record of the meeting above:

Chairman: _____

Date: _____