

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 15th January 2019 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Dalton, Jeffery, Tillotson and Walker Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions No public questions or representations.</p>	
FC19/01	<p>Apologies for absence: Cllr. Zirker – conflicting engagement.</p>	
FC19/02	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC19/03	<p>To consider Minutes of previous Finance Committee meeting 4th December 2018 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Cllr. Jeffery. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Clerk reported that 2nd defibrillator and the noticeboard for St. Luke's cemetery were scheduled to be installed Friday 18th January.</p>	
FC19/04a	<p>Business to be considered: a) To consider financial consequences of proposed works to Council's general reserves: i) Cemetery Wall Repairs. No quotes have yet been obtained. Committee considered that funds may have to be vired from other earmarked reserves to meet the cost of these repairs as no budget exists to cover the anticipated expenditure. It was agreed that the matter will be considered at the next FC meeting. Clerk: please add to next agenda accordingly. ii) Committee considered the quotation from MAT Electrics, DAAT's preferred supplier/installer in the sum of £6490 plus VAT. Costs to be borne by the Council - £3013 for materials, equipment etc. Cllr. Claire Wright has kindly agreed to support project via Locality Award for £1000 and a local community group has also pledged £400. Chair proposed, seconded by Cllr. Dalton, that: 1) Planning application for project installation be submitted immediately to EDDC at a cost of £107. 2) That the NPPFF (via Council and with their support) having already approved the scheme and given consent for use of their land, apply to EDDC Community Together Fund for a grant towards the project costs as providing both a benefit to Newton Poppleford and Harpford but also to Colaton Raleigh parish. 3) That any shortfall in funding to be met from Council's general reserves or working trading account; assessment to be made at the end of the financial year 2018/19. Resolved unanimously. Clerk: Please note and action accordingly. Submit application to EDDC by deadline as advised and liaise with Colaton Raleigh PC and the NPPFF to take matters forward. Please contact Claire Wright to ascertain availability of the Locality Fund grant award.</p>	Clerk

FC19/04b	<p>b) To consider interim Risk Assessment review: Pages 13 to 17 (incl.) of the Interim Risk Assessment Review were considered and amendments made, as a result of recent developments and circumstances. Chair proposed that this completed the Risk Assessment review for 2018-19. Clerk: please update accordingly and recirculate as a final version to all Councillors.</p>	Clerk
FC19/04c	<p>c) To consider arrangements for internal auditing 2019/20: Clerk advised committee that Beth Webb had tendered her resignation with immediate effect. Clerk had been in contact with Devon Audit Partnership, a partner of DCC providing audit services to Devon authorities. Quotation received was for £560 plus VAT for both Council and NPPFF annual internal audit services. It was proposed by Chair, seconded by Cllr. Jeffery, that Council appoint Mr. Christopher Noake, a resident of the parish, and Financial Director of Pecorama in Beer who had expressed his willingness to act for Council in this role, at the same level of remuneration as previously. Resolved unanimously. RFO: Please write to Mr Noake formally appointing him to the role of IA for the new financial year and make arrangements to meet to discuss the arrangements for both the main, and the interim, audit. Provide a copy of the latest NALC Joint Panel Governance and Accountability Guide for his guidance.</p>	
FC19/04d	<p>d) To review financial documents as circulated to members: Reviewed, discussed and noted. Clerk: Please publish on Council's website once figures for January have been considered by full council on 28/1/19. It was suggested that Full Council consider the anticipated expenditure and proposed layout associated with the WC refurbishment project at January's ORD meeting on the 28th. Agreed. Clerk to circulate draft plans for review and publish online for public consideration and comment. Clerk: Please note and action accordingly. Please provide Councillors with an A3 paper version of the plans for their review and reference. Upload PDF plans to website with hyperlink.</p>	Clerk
FC19/05	<p>Matters considered as urgent by presiding Chair: Chair requested that all agendas / notifications of meetings (full and Committee) are published via Facebook Page to promote public engagement. Agendas to be provided via hyperlinks to Council website to promote awareness and boost traffic to site. Clerk: Please note and action accordingly.</p>	Clerk
FC19/06	<p>Date and time of next Finance Committee meeting; 12th February 2019 – Harpford Hall – 7.00pm * 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 8.00pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____