

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 1<sup>st</sup> August 2017 in Harpford Village Hall at 19.00hrs

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair) Jeffery, Tillotson, Walker &amp; Zirker. Clerk and 0 members of the public.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Outlined <b>Public Questions</b> None</p>	
334	<p><b>Apologies for absence.</b> None – all members present.</p>	
335	<p><b>Declarations of Interest made.</b> All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson and Zirker declared a personal interest as allotment tenants (see minute entry 340)</p>	
336	<p><b>Minutes</b> <i>Minutes of the previous meeting of Finance Committee have already been approved by Full Council resolution.</i></p>	
337	<p><b>Business to be considered:</b></p> <p><b>a) To consider Online banking arrangements</b> Cllr. Burhop will make the final arrangements to add Clerk/RFO to Lloyds Account as a non-signatory Service Administrator and amend correspondence address to that of the RFO. It was suggested that bank mandate be amended to allow cheques payable to NPHPC to be deposited. Agreed.</p> <p><b>Clerk: Please diarise for end of month to check progress. Please contact Lloyds re: revised bank mandate.</b></p>	<b>Clerk</b>
338	<p><b>b) To consider Grant Award Policy</b></p> <p>After discussion and amendment, policy was referred to next Policy and Personnel Committee for final approval and adoption.</p> <p><b>Clerk: please amend and present to P&amp;PC.</b></p>	<b>Clerk</b>
339	<p><b>c) To consider Cash Handling Policy</b></p> <p>After discussion and amendment, policy was referred to next Policy and Personnel Committee for final approval and adoption.</p> <p><b>Clerk: please amend and present to P&amp;PC with appendices.</b></p>	<b>Clerk</b>
340	<p><b>d) To consider annual virement of surplus funds from Allotment Budget to new earmarked reserve fund.</b></p> <p>Clerk summarised recent resolution at Full Council whereby the sum of £429.17 was vired in relation to the surplus in financial year 16/17 and explained that, in accordance with extant allotment statutory regulations, any surplus must be used for the benefit of allotment tenants and site improvements, plus any staff time specifically attributable to the management of the allotment site.</p>	

340 (Cont.)	<p><b>It was (P) Cllr. Walker and (S) Cllr. Jeffery that Council adopts as standing procedure that the annual surplus as at the 31<sup>st</sup> March in each financial year be vired to the newly created Allotment Earmarked Reserve. 3/0/2 (DZ/MT abstained)</b></p> <p><b>Clerk: please make necessary amendments to internal financial accounts and mark Cashbook Monthly Summary accordingly.</b></p>	Clerk
341	<p><b>e) To consider annual virement of surplus funds from Community Events to a new earmarked reserve fund.</b></p> <p>Clerk summarised recent resolution at Full Council whereby the sum of £1053 was vired in relation to the surplus in financial year 16/17. After discussion, it was agreed that council policy should be that all such events are undertaken with the intention that they operate on a minimum break-even basis and that profitability of such events is of paramount importance although members understand that unforeseen circumstances may prevent this.</p> <p><b>Cllr. Jeffery (P) Cllr. Zirker (S) that any surplus funds remaining at financial year end be vired from general reserves into a new Earmarked Fund specifically to cover costs of such events and to create a fund to support other events in the future. In addition, that a policy be created to provide guidance for such Community events. 4/0/1. (MT abstained) So resolved.</b></p> <p><b>Clerk: please make necessary amendments to internal financial accounts and mark Cashbook Monthly Summary accordingly. Please prepare suitable draft policy for next ORD meeting to consider.</b></p> <p><b>Please contact the three members of council involved with the proposed event in September and request income and expenditure information to corroborate financial support from council already resolved. Circulate to FC members when rec'd</b></p>	Clerk
342	<p><b>f) To consider Risk Assessment and Internal Financial Control Reviews.</b></p> <p>Clerk is preparing these documents in accordance with recommendations in Internal Auditors report and will circulate to members of FC in September. It was discussed that a wider Risk Assessment be prepared to examine and consider all parish council risks, beyond the financial ones previously reported.</p> <p><b>Clerk: please liaise with committee Chairs to collate and prepare said comprehensive risk assessment.</b></p>	Clerk
343	<p><b>g) To consider financing options for School Lane WC refurbishment project</b></p> <p>Members discussed draft proposals and considered recent correspondence from land owner, EDDC.</p> <p><b>Chair (P) Cllr. Jeffery (S) that £15,000 (fifteen thousand) be allocated from general reserves for this project on the basis that Precept for 17/18 had been increased with this project in mind and as an improved amenity for parishioners. 5/0. Matter to be referred to Full Council in September for update.</b></p>	

343 (Cont.)	<p><b>Clerk: please note and make internal adjustments to financial accounts to take this resolution into account.</b>  <b>Please add matter to SEP agenda for further consideration</b>  <b>Please continue to liaise with EDDC and Cllr. Ranger to establish proposals / plans for the building and grounds.</b></p>	Clerk
344	<p><b>h) To consider re-charge from NPPFF for external WC facilities adjacent to play area in Back Lane, NP.</b></p> <p>Works have been undertaken on behalf of the NPPFF Trustee Board which affect the Pavilion but were ostensibly for the benefit of parishioners using the play area, under NPHPC control.</p> <p><b>Chair (P) Cllr. Jeffery (S) that invoices totalling £450 (gross) be made available to the RFO for settlement by the Council, VAT to be recovered where possible. 4/0/1 (DZ did not vote). So resolved.</b></p> <p><b>Clerk: please await invoices and process accordingly.</b></p>	Clerk
345	<p><b>i) To consider compensatory cross-charge from NPPFF for Pavilion hire losses relating to field hire.</b></p> <p>Council received a brief report from Cllr. Zirker supported by financial documentation in relation to this claim. After discussion,</p> <p><b>Chair (P) Cllr. Jeffery (S) that the claim not be considered and that the matter be referred back to next meeting of the Trustee Board for their further consideration. 4/0/1 (DZ did not vote). So resolved.</b></p> <p><b>Clerk: Please note and add to agenda accordingly.</b></p>	Clerk
346	<p><b>j) To consider quotations for play equipment repairs / enhancements at Back Lane play area.</b></p> <p>Clerk presented information received to date but advised that further quotes were forthcoming. Council has not yet received financial information from EDDC regarding Section 106 Play / Sports Capital funding and thus no decision can be made on the proposed Gazebo project until that time. Chair asked that Gazebo design be emailed to him so that potential benefactors be consulted to seek financial support.</p> <p><b>Clerk: please diarise for early September to contact EDDC again and chase S106 data. Please circulate further quotes when received. Please action re: gazebo as above.</b></p>	Clerk
347	<p><b>k) To consider provision of waste bin facilities at Venn Ottery.</b></p> <p>Clerk is still awaiting response from EDDC re: costs of supply and installation of a new external waste bin at this location. Annual emptying charges of £200 plus VAT would apply. It was agreed that Clerk would contact VOSRA to seek their views and report back to next FC meeting as developments warrant.</p> <p><b>Clerk: Please note and action accordingly.</b></p>	Clerk



352	<b>Date and time of next ordinary meeting</b> There being no meeting scheduled for August, the next meeting of the FC will be on September 12 <sup>th</sup> 2017 at 7.00pm, venue Harpford Hall. <b>Clerk: please arrange meeting booking and agenda.</b>	Clerk
353	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.46pm.</b>	

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

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

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