

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Thursday 21st November 2019 at 7pm in The Pavilion, Back Lane, NP.

ACTION by:

	<p>Present Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton, Lee and Tillotson. (Q) 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>	
FC19/46	<p>Apologies for absence: All Councillors present.</p>	
FC19/47	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. Cllrs Dalton & Tillotson declared a personal interest in FC19/49c) Cllr Walker declared a personal interest in FC19/49c)iii) & iv) Cllr Lee declared a personal interest in FC19/49c)ii) Chair declared a personal interest in FC19/49c)v)</p>	
FC19/48	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 17th October 2019 as previously circulated to members. <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: Incomplete Bank Signatory Mandate – Clerk to pursue Lloyds Clerk to recirculate latest revision of NPHPC Action Plan</p>	
	<p>Matters for Consideration: <i>Chair proposed that item 19/49c) be brought forward. Approved</i></p>	
FC19/49c	<p>c) To consider Grant Applications received: i) <i>Chair proposed that Ottery Help Scheme be awarded £400, this sum to come from General Reserves rather than 2019-20 Grant Award budget. Seconded Cllr Walker. Resolved Unan.</i> Conditions were applied that the Help Scheme provide Council with advertising material to promote the service and provide a quarterly update for publicity of same. ii) <i>Chair proposed that the Digital Confidence Project be awarded £100 - payable in two tranches of £50 by the 31/3/19. Seconded Cllr Tillotson. Resolved 4/0/1 (AL abstained).</i> Clerk to obtain attendance numbers from project lead prior to payment of second tranche. iii) <i>Chair proposed that NPPFF be awarded £1000 in the next financial year (2020-21) towards building repairs. Seconded Cllr Walker. Resolved 3/0/2 (MT & LD abstained)</i> Clerk: Please amend budget draft for 2020-21 to take into account this proposed grant sum.</p>	

	<p>iv) Chair proposed that NP Senior Citizens Lunch Club be awarded £100 towards the costs of running the annual event. Seconded Cllr Lee. Resolved 3/0/2 (LD & MT abstained).</p> <p>v) Cllr Dalton proposed that NP Youth Club be awarded £500 - payable in two tranches of £250 (one immediately, the 2nd in February 2020) subject to weekly attendance numbers being provided by organisers. Seconded by Cllr Walker. Resolved 4/0/1 (Chair abstained).</p> <p>vi) The application from NP PTFA was deferred until the next meeting of Finance Committee to allow Clerk time to contact applicants to seek further information about their request. Clerk: Please note and make contact accordingly. Add to next FC agenda.</p> <p>vii) The application from NP Village Hall was declined as grants had been awarded in the previous 3 years and the Committee felt that their financial position was healthy enough to not require further assistance at this time. Proposed Chair. Seconded Cllr Lee. Resolved 4/0/1 (RW abst.) Clerk: please notify all applicants as directed above.</p>	
FC19/49a	<p>a) To consider financial out-turn report for recent firework event in parish:</p> <p>Clerk reported that the event had made a paper loss of £346.10, due entirely to the inability of Council to reclaim the VAT and the additional £200 cost of the increased insurance cover demanded by our principal insurer.</p> <p>Tickets sold 2018 – 644 Tickets sold 2019 – 565</p> <p>However, due to increased ticket price, receipt revenue was up £101. The event also raised (via Concession revenue) £240 for the NPPFF Repair Fund.</p> <p>Councillors were aware of two complaints received from residents regarding noise nuisance and financial costs and it was agreed that Chair and Clerk will liaise with Firework provider to determine whether “silent” fireworks could be used in future and the cost implications. Clerk advised that the loss would be taken from the Community Event Reserve, which now stands at £1605.</p> <p>Chair thanked all involved - before, during and after the event - and hoped that more volunteers could be encouraged to take part next year.</p> <p>Clerk: Please note and diarise for June 2020 to start event planning for that year. Chair and Clerk to liaise re: alternate firework provision. Please submit suitable article to NP Parish Magazine thereabouts to promote event.</p>	Clerk
FC19/49b	<p>b) To consider outcome of RFO’s meeting with Internal Auditor for the 2019-20 Interim Audit:</p> <p>RFO reported that Internal Auditor, Chris Noake, was entirely happy with Council’s accounts and financial activity and that arrangements had been made after financial year end on 31/3/20 to complete the Full Internal Audit. Noted.</p>	

FC19/49d	<p>d) To consider proposals for concessionary use of Council's land for street trading activity: Council had received and approach from a member of the public for use of land at Back Lane for a street trading kiosk concession. Councillors did not have enough information to hand to adequately assess the impact and feasibility of the proposal and Clerk was directed to return to applicant for further information; this matter to be discussed at next FC if said information had been provided in time. Details to include size and design of proposed kiosk, hours of trading and licence arrangements via EDDC.</p> <p>Clerk: Please action accordingly and add to next agenda.</p>	Clerk
FC19/49e	<p>e) To consider draft budget and precept model for 2020-21: Councillors reviewed the first draft (and forecast for 2019-20) provided by RFO and made revisions and amendments accordingly. RFO to circulate revised draft and add to next agenda for further consideration.</p> <p>Clerk: Please note and action accordingly.</p>	
FC19/49f	<p>f) To consider annual Risk Assessment: Chair proposed that this matter be deferred to the next FC meeting. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC19/50	<p>Matters considered as urgent by presiding Chair: None were raised by Chair.</p>	
FC19/51	<p>Date and time of next Finance Committee meetings; 10th December 2019 – 7pm Harpford Hall. Clerk: Please note and book venue accordingly. Cllr. Walker gave her advance apologies for the 10th December due to a previously arranged engagement elsewhere. Noted.</p>	
	<p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.45pm.</p>	

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Signed as a true record of the meeting above:

Chair: _____

Date: _____