

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Thursday 26<sup>th</sup> August 2021  
at 7pm held at Harpford Hall, Harpford Village

**ACTION by:**

	<p><b>Present:</b></p> <p>Cllrs Walker (Chair), Burhop (Vice-Chair) and Tribble. (Q) Clerk. 0 members of the public. Meeting began at 7pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations and Covid Compliance guidance:</b></p> <p>Chair outlined both to those present.</p> <p><b>Public Questions</b> No public questions or representations. <b>Chair closed the public forum at 7.05pm.</b></p>	
FC21/017	<p><b>Apologies for absence:</b></p> <p>Cllr. Tillotson had sent her apologies. Noted and approved unan.</p>	
FC21/018	<p><b>Declarations of Interest made:</b></p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p> <p><i>Chair reminded all members of committee that they could, and should, declare any further interests during the meeting as they became apparent.</i></p>	
FC21/019	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 15<sup>th</sup> July 2021 as previously circulated to members:</b></p> <p>Cllr. Burhop asked that 4 corrections be made in these minutes, all relating to references to the Chair, when it should read, Cllr. Burhop and that a reference to Cllr. Dalton be amended to Cllr. Tillotson. The Clerk apologised for the errors.</p> <p><b>Cllr. Burhop proposed that the substantive corrected minutes be adopted as a true record of the meeting. Seconded by Cllr. Tribble. Resolved unanimously.</b></p> <p>Matters arising: <i>None raised.</i></p>	
	<b>Business to be considered:</b>	
FC21/020a)	<p><b>a) To consider arrangements for Annual Firework Event in November 2021:</b></p> <p>Ticket sale figures and ticket costs for last event were discussed. Cllr. Burhop felt it was inadvisable to set ticket prices until the costs of the fireworks display could be accurately assessed. That decision was therefore deferred until September's Fin.Comm. meeting.</p> <p><b>Clerk: please add to that agenda.</b></p>	

The committee members then discussed the potential involvement of the NP School PTA in terms of marshalling resource and ticket sales. It was felt that 11 marshalls would be required to properly safeguard access and to manage attendees' safety. Councillors would be asked to attend also to support marshalls in their various activities. Cllr. Burhop explained that no road closure orders were sought and thus, Back Lane remained a thoroughfare for pedestrians and vehicles and this needed to be a consideration for marshalling activity. Clerk would make available the parish barrier amenity to assist. Historically, the capacity of the event had been limited to 750 with no guarantee of attendance on the night so sales of tickets prior to the event were very important for revenue. Cllr. Burhop had made contact with the PTA but their final decision on participation could not be made until the new school term began. This matter was also to be discussed at the September FC meeting.

In terms of the Bar Concession, it was noted that the 2019 event generated no bar revenue due to lack of numbers attending. It was agreed by members of the Committee that the event needed a bar available and that the Parish Council (being the organiser of the event) should apply for a Temporary Events Notice (licence) for the 5<sup>th</sup> November 2021 for the sale of alcohol at the event and for the provision of regulated entertainment (playing of recorded music). The Maximum number of attendees was 499. Cost would be £21. **Proposed by Cllr. Burhop, seconded by Cllr. Tribble. Resolved unanimously. Clerk: please arrange accordingly.**

It was further agreed that the Cannon Inn Management were to be asked if they would wish to run the bar but that, if they declined, the Parish Council (and volunteers) could operate it instead with all profits being added to the event income figures. Clerk offered to provide SIA services if so required.

In terms of food and drink (non-alcohol) concessions, as mentioned above, the PTA were still to confirm their participation for the provision of hot food, soft drinks and glow-sticks etc. The proposed concession fee was £150 (based on previous years fees) with a further concession for hot drinks (and cakes, biscuits etc) to be offered to Harpford Hall. Additionally, there was the possibility of an additional third concession selling sweets, popcorn, crisps and light (cold) refreshments not already provided by the previous two concessions above. These concessions would be asked to make a donation of 15% of their turnover towards the Council's event costs.

It was also agreed that the Finance Committee would agree to pay for the hire of the Pavilion (£100); these costs being taken from revenue income and paid to the NPPFF Trustee Board. **RFO: Please arrange payment with NPPFF Treasurer.** Cllr. Burhop suggested that Al Findlay be asked to provide PA and music services as before at the agreed rate of £240. Agreed by all members of the committee. **Cllr. Burhop kindly agreed to contact AF to arrange.**

Clerk

	<p>Finally, the issue arose for discussion regarding insurance to indemnify against the event being postponed or cancelled due to bad/adverse weather and the consequential losses arising. Cllr. Burhop explained that such insurance was prohibitively expensive and that Council generally “self-insured” against the losses which would potentially arise; there being a sum in PC’s financial reserves to mitigate against such losses. Furthermore, it was noted that rain alone would not ordinarily lead to postponement or cancellation, but strong winds potentially could. Noted.</p>	
FC21/020b)	<p><b>b) To receive update on potential costs of replacement bridge at Venn Ottery Village Green:</b></p> <p>Clerk advised that he was awaiting further quotes for the bridge replacement and asked that this matter be brought back to Fin.Comm. in September. Agreed by Chair. Clerk: please add to SEP F/Comm agenda.</p>	Clerk
FC21/020c)	<p><b>c) To consider shared expenditure for upgrade of Clerk’s laptop for use at meetings of the Parish Council (cost to be shared with two other Parish Councils):</b></p> <p>It was proposed by Cllr. Burhop, seconded by the Chair, that the Parish Council contribute £400 (net) towards the cost of the replacement IT. Resolved unanimously. RFO: Please note arrange purchase accordingly. Please advise RFO of the other two Parish Councils involved.</p>	RFO
FC21/020d)	<p><b>d) To consider continuation of Council’s subscription to ZOOM to enable the livestreaming and provision of virtual meetings; it being noted that Council had previously shared these costs with other Parish Councils who now wished to end their subscription:</b></p> <p>It was proposed by Cllr. Burhop, seconded by the Chair, that the Parish Council continue to subscribe to the ZOOM service on a rolling 30-day basis until further notice at a cost of £44 (net) per month, costs to be taken from IT budget. Resolved unanimously. RFO: Please note arrange purchase accordingly. Please advise RFO of the other two Parish Councils involved.</p>	RFO
FC21/020e)	<p><b>e) To consider viring the residual balance from Council’s CV19 Resilience Fund to another reserve, or to consider alternative uses for these funds:</b></p> <p>After discussion, it was proposed by Chair, seconded by Cllr. Tribble, that the Parish Council should donate these residual funds (£126.19) to the Sidmouth Food Bank who had supported the parish of Newton Poppleford and Harpford throughout the 18m duration of the CV19 pandemic and “lockdowns”. Resolved unanimously. RFO: Please note and arrange payment to the Foodbank accordingly. This expenditure is to be classified as a Section 137 payment in the Council’s accounts.</p>	RFO



FC21/020i)	<p><b>i) To consider update on provision and siting of planters around the parish in light of recent DCC Highways site visit:</b></p> <p>Clerk confirmed that consent has been issued by DCC. As such, Clerk was asked to proceed with acquisition of the planters as per already resolved authority subject to the financial limit already agreed.</p> <p>Clerk: Please note and proceed accordingly, noting Council's wish that the timber used be FSC certified and sustainably sourced in accordance with Council's Climate Change Declaration and aims/objectives of the Parish Council to tackle climate change when making decisions. Please liaise with the CCEWP when planters available for installation and planting up.</p>	Clerk
FC21/020j)	<p><b>j) To consider expenditure on Christmas Illuminations for trees on Greenbank; to consider design/style/colour/quantity etc:</b></p> <p>After discussion, it was proposed by Cllr. Burhop, seconded by Chair, that the preference was for both trees (the existing and the proposed new one) to be illuminated using the power supply (in progress) with the illuminations being white only. Resolved 2 votes for, 1 abstention. However, it was felt that this decision should be taken by the Full Council and thus the Chair proposed that the matter be considered at the September Full Council meeting on 27/9/2021, Clerk to provide indicative quotes for supply and installation. Agreed.</p> <p>Clerk: Please note and add to SEP. Full Council agenda.</p>	Clerk
FC21/020k)	<p><b>k) To consider purchase of a "spare" Defibrillator Battery/Pad pack to ensure 24/7 coverage of AED accessibility across the parish (3 AED's):</b></p> <p>After discussion, it was proposed by the Chair, seconded by Cllr. Tribble, that the Council should NOT purchase a spare unit given that a replacement could be sourced within 48/72 hours if required, and due to the fact that the AED group had access to a spare Defibrillator which could be deployed in the event of an AED being used and put out of action. It was subsequently proposed, however, to authorise the replacement of the Battery/Pad Pack unit in situ at the Cannon Inn as this is due to expire by 31/12 this year. Resolved unanimously.</p> <p>Clerk: Please note and arrange replacement accordingly nearer the expiry date to ensure the longest possible use of the pack in normal circumstances.</p>	Clerk
FC21/020l)	<p><b>l) Update on Cemetery Wall Repair project:</b></p> <p>Clerk reported no progress regrettably due to lack of available builders locally with either the expertise or the free time to undertake these repairs and the current UK shortage of building materials due to external factors. Clerk advised that he continues to liaise with building contractors as he becomes aware of them in this respect.</p> <p>Clerk: please keep members of Fin/Comm. uptodate.</p>	

FC21/021	<p><b>To review and note payments for August 2021 (see resolution 21/039e. of Full Council 26/07/2021 regarding delegated authority to make these payments):</b></p> <p>RFO had circulated payment schedule to members of Finance Committee beforehand. Payments noted and reviewed. No approval necessary as per delegated authority already afforded to RFO.  RFO: Please add to SEP ORD agenda to ratify these payments for August 2021.</p>	RFO
FC21/022	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>RFO reported that correspondence had been received from the External Auditor (PKF Littlejohn LLP) regarding Council's 2020-21 AGAR3 submission but that, as yet, no formal Notice of Assurance or Conclusion of Audit had been received. Noted.  RFO: Please seek an update from PKF accordingly, being mindful of the deadline for publication of the Notice of Conclusion as per the Audit and Governance regulations.</p> <p>Cllr. Burhop (through the Chair) asked Clerk for update re: the proposed repairs to the visibility splay at the Back Lane tennis court car park which was required by 5/11 to ensure the car park was prepared for the Fireworks event and the traffic that comes with it. Clerk advised that he was still awaiting quotes. Clerk also asked for confirmation of who would be paying for the works. It was unanimously agreed that the costs should fall to the Parish Council, and not the NPPFF Charity, as the land belonged to the Parish Council (albeit it was held in trust for the charity). Noted.</p>	RFO
FC21/023	<p><b>Date and time of next Finance Committee meeting:</b></p> <p>It was suggested that the next meeting of the Finance Committee be held on Thursday 23rd September 2021, 8pm provisional start time; the meeting to be held at the Pavilion after the scheduled NPPFF Trustee Board meeting on the same evening.  Clerk: Please note and publicise accordingly. Please book venue.</p>	Clerk
FC21/024	<p><b>It was proposed by the Chair that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Resolved unanimously.</b></p>	
FC21/025	<p><b>Matters to be considered in committee:</b></p> <p>i) To consider quotations for the deep-cleaning and routine daily cleaning of the WC amenity in Roberts Way.</p> <p>Members considered the quotes received and directed the Clerk to seek further quotes to assess whether the costs proposed were indicative of "market conditions" or whether a cheaper service could be obtained to safeguard Council's resources.  Clerk: Please note and action accordingly using as many methods as possible including social media channels. Please bring back to Finance Committee at the next opportunity.</p>	Clerk
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.00pm.</b></p>	

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

Chair: \_\_\_\_\_

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

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