

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Thursday 18th November 2021 at 7.30pm held at The Pavilion, Back Lane, NP.

ACTION by:

	<p>Present:</p> <p>Cllrs Walker (Chair), Burhop (Vice-Chair), Dalton and Tribble. (Q) No members of the public. Meeting began at 7.30pm.</p>	
Public Forum	<p>Fire Regulations and Covid Compliance guidance:</p> <p>Chair outlined both to those present.</p> <p>Public Questions</p> <p>No members of the public in attendance. <i>Chair closed the public forum at 7.35pm.</i></p>	
FC21/042	<p>Apologies for absence:</p> <p>Apologies received from Cllrs. Tillotson and approved unanimously.</p>	
FC21/043	<p>Declarations of Interest made:</p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p> <p>Cllr. Dalton declared a pecuniary interest in agenda item FC21/45j) as the co-applicant.</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>	
FC21/044	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 20th October 2021 as previously circulated to members:</p> <p><i>Chair proposed that the minutes be adopted as a true record of the meeting. Seconded by the Cllr. Burhop. Resolved unanimously.</i></p> <p>Matters arising: <i>Question from Chair to RFO re: certainty of S106 funding for MUGA. Confirmation by RFO that VOVG endowment decision will be notified to the Charity Commission.</i></p>	

	Business to be considered:	
FC21/045a)	<p>a) To consider out-turn of the Annual Firework Event in November 2021:</p> <p>Cllr. Burhop (Chair of the Firework Event working Party) confirmed that total receipts equalled £4258 and expenditure likely to be £4769 including non-reclaimable VAT (some invoices still awaited as at today's date). Chair of Finance Committee asked that the minutes record the thanks of the Committee to Cllr. Burhop for all of his efforts and time in bringing together the team that organised and delivered the event. RFO advised that the event had allowed for approx. £2000 of community fundraising receipts. Cllr. Burhop wished to extend his thanks to everyone who helped on the night and beforehand to prepare for the event.</p> <p>A brief discussion followed on arrangements for the Jubilee Celebration in June 2022.</p> <p>Cllr. Burhop proposed that £5000 from Council's unearmarked reserves be vired into the Events Reserve Fund. Seconded by Chair. Resolved unanimously. RFO: Please note and action accordingly. Seek Full Council approval on 29/11/2021 for that recommendation.</p>	
FC21/045b)	<p>b) To consider costs of equipment provision at NP allotment site:</p> <p>It was proposed by Chair that consideration of this matter be deferred to the next Fin.Comm. in the absence of Cllr. Tillotson, the Allotment Manager. Agreed. Clerk: Please add to next Fin.Comm. agenda.</p>	
FC21/045c)	<p>c) To consider Council's 2022-23 Budget and Precept assessment; RFO to present.</p> <p>RFO presented the draft B&P calculations and forecast for Fin.Comm. consideration. After discussion, a consensus was reached that Council's reserves are healthy, and noting that times were likely to be hard for a great many residents in the coming year. Therefore, it was proposed by Chair, seconded by Cllr. Burhop, that the Parish Council maintain the precept demand at £47,500 for a further 12 months (from April 2022) and set a budget of £96,515 which should result in an unchanged Band D equivalent annual cost to residents of £50 (which may reduce further if taxbase rises as anticipated). Resolved unanimously. RFO: Please bring this recommendation to Full Council on 29th November 2021 as their approval is needed to formally resolve this matter.</p>	

FC21/045d)	<p>d) To consider proposal from Grounds Maintenance Contractor for work in and around drainage channel at southern part of Webbers Meadow / adjacent to A3052:</p> <p>Clerk was asked to liaise with Arccas Ltd to obtain a quote for the grounds work identified as a flood resilience measure. Clerk: please note and action accordingly.</p>	
FC21/045e)	<p>e) To consider request from adjacent landowner for drainage improvements on Venn Ottery Village Green:</p> <p>It was proposed by Cllr. Burhop, seconded by Chair, that such works were considered unnecessary at the present time and therefore, no further action was required at this time.</p>	
FC21/045f)	<p>f) To consider and agree arrangements for handover of financial records, files, assets and PC material from outgoing Clerk to the Parish Council after 29/11/2021:</p> <p>RFO had completed all the relevant forms for banking access cessation and Change of Address and these were signed by Chair and Cllr. Burhop. Clerk advised that a handover pack was being prepared with all relevant information (and passwords to all services) included and that he would be happy to attend the Pavilion on 30/11/2021 to handover over the material/files/equipment to Cllr. Burhop on that day. Cllrs. present agreed to make space available in the PAV storage area for the receipt of all the paper files and equipment.</p>	
FC21/045g)	<p>g) To consider utility supply costs at the Surgery building, Roberts Way, NP:</p> <p>Clerk outlined current situation with supply arrangements at the Surgery, which were out-of-contract with a resultant penalty in terms of prices per Kwh and standing charges. RFO was asked to make enquiries with the supply agent used previously for the WC and PAV and return to Fin.Comm. with quotes. RFO: Please note and action accordingly. Clerk: Please add to next Fin.Comm. agenda for their consideration.</p>	
FC21/045h)	<p>h) To receive update on refurbishment of parish MUGA at Back Lane (via S106 and CIL funding):</p> <p>Clerk had provided details and a quote from a prospective Play Consultancy supplier who would arrange the entire project from specification, through tender, to procurement and delivery and commissioning. After due consideration, and confirmation that EDDC are happy to co-operate in this respect, it was proposed by Chair, seconded by Cllr. Tribble, that the Parish Council agree "in principle" to the use of a Play Consultant in this respect, but that 2 additional quotes (and references) are sought from other consultants. Resolved unanimously. Clerk: Please add to Full Council agenda for ratification.</p>	

FC21/045i)	<p>i) To consider whether Council should seek a pre-emptive sum of grant assistance from DCC Locality Fund for the Jubilee Celebration event in 2022:</p> <p>It was proposed by Chair that the PC should contact the DCC Cllr. for Newton Poppleford, Cllr. Jess Bailey, to enquire as to whether funding might be available for this event. Seconded by Cllr. Dalton. Resolved unanimously. RFO: Please enquire accordingly.</p>	
FC21/045j)	<p>j) To consider request for grant assistance towards the costs of the NP Christmas Lunch event in December; £200 sought:</p> <p><i>Cllr. Dalton had previously declared a pecuniary interest in this matter as a co-applicant for the event, and left the room during the debate.</i></p> <p>It was proposed by Chair, seconded by Cllr. Tribble, that the Parish Council continue to support this very popular event and grant an award of £200 towards their costs. Resolved unanimously. RFO: Please note and make arrangements to pay this grant award at the end of November 2021.</p>	
FC21/046	<p>Matters considered as urgent by presiding Chair: None raised.</p>	
FC21/047	<p>Date and time of next Finance Committee meeting: It was suggested that the next meeting of the Finance Committee be held on Thursday 13th January 2022, 7pm provisional start time; the meeting to be held at the Pavilion. Consequently, it was agreed that there would be no scheduled meeting of the Finance Committee in December 2021; any business to be considered at the Ordinary Meeting scheduled for 20th December. Clerk: Please note and publicise accordingly.</p>	
FC21/048	<p>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. Seconded by Cllr. Burhop. Resolved unanimously.</p>	
FC21/049	<p>Matters to be considered in Committee:</p> <p>i) To consider quotations for play repairs in Back Lane play area. Proposed by Chair, seconded by Cllr. Burhop, that Council accept Contractor H quote for £1660 plus VAT. Resolved unanimously. RFO: Please bring recommendation before Full Council on 29/11.</p> <p>ii) To consider matters pertaining to Venn Ottery Rd. Cemetery. It was proposed by Chair that this matter be considered by Full Council on 29th November 2021 due to the implications of the matter to be discussed. Clerk: please note and add to agenda "in committee" accordingly.</p>	

	With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.00pm.	
--	---	--

Minutes of the Parish Council Finance Committee meeting on Thursday 18th November 2021 at 7.30pm held at The Pavilion, Back Lane, NP.

Signed as a true record of the meeting above:

Chair: _____

Date: _____

This section is left intentionally blank and forms the final page of these minutes