

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – FINANCE SUB-COMMITTEE

Minutes of the Finance Sub-Committee of the Parish Council held at
13.00hrs on Friday 23rd June 2017 at Newton Poppleford Village Hall.

Present: Chair, Cllr. C Burhop. Cllrs. Jeffery, Walker & Zirker. Clerk, Paul Hayward.

No members of the public or press in attendance.

Fire regulations outlined. No public forum. Meeting commenced at 13.05hrs.

FC101	<p>Apologies</p> <p>Cllr. Tillotson (prior engagement)</p>
FC102	<p>Declarations of Interest</p> <p>All members present were, by definition, members of the NPPFF Trustee Board.</p>
FC103	<p>Business to be conducted</p> <p>a) Consider amendments to current banking arrangements and balance transfer. Cllr. Jeffery confirmed that new account with Lloyds Bank now open and passed cheque book and paying in book to RFO. Arrangements for online banking still ongoing.</p> <p>103/1 i) It was proposed by Chair (P) and seconded (S) by Cllr. Zirker that the sum of £10,000 (ten thousand) be transferred to new account to provide an opening balance and to enable payments to be made forthwith. 4/0/0. So resolved.</p> <p>103/2 Clerk: please note and action accordingly. ii) Furthermore, that the next tranche of precept be made into the new account by EDDC. (P) Chair (S) DZ. 4/0/0. So resolved. Clerk: please note and contact EDDC accounting accordingly.</p> <p>103/3 b) To appointment RFO as non-signatory Service Administrator on new bank account / online payments and to amend correspondence address to that of the Clerk / RFO. (P) Chair (S) DZ. 4/0/0. So resolved. Furthermore, that a test transaction be undertaken once all online formalities completed to transfer the sum of £1 from Lloyds to Natwest to ensure that Dual authorisation system is effective and practicable.</p> <p>103/4 (P) Chair (S) DZ. 4/0/0. So resolved. Clerk: please complete necessary Lloyds paperwork and obtain dual signatures for authorisation. Once active, please amend correspondence address as above and execute trial funds transfer.</p> <p>c) To consider payment of utility bills by way of variable direct debit mandates. It was agreed that Clerk would investigate contract options for electricity supply and return to committee with findings and options available. Cllr. Jeffery asked that a Green Energy option be considered. So agreed. No change proposed to business water supplier f.t.b.</p> <p>103/5 Clerk: please note and action accordingly.</p>

103/6	<p>d) To consider synchronisation of Council insurance policy renewals. Following a recommendation from the Internal Auditor, it was (P) Cllr. Zirker (S) Cllr. Walker that Clerk contact the insurers to ascertain what the financial implications would be to coordinate all renewals for June 2018. 4/0/0. So resolved. Clerk: please note and action accordingly. Please report back to FC once information received.</p>
103/7	<p>e) To consider Internal Auditors Report for financial year 2016/17. It was noted that IA (Beth Webb) had made a series of recommendations and members of FC accepted the observations / comments made and agreed to implement these recommendations, if not already done. It was also agreed that an interim IA report be sought in late Autumn to assess the changes made and to seek further assurance from the IA as to Councils conformance and governance. Finally, it was agreed that Councils Asset Register be reviewed by December 2017 in line with the Risk Assessment and Internal Financial Controls review due at that time. Clerk: please follow recommendations. Please arrange for Asset Register and other Financial Reviews to be carried out in December via FC and for an interim IA report to be prepared in SEP/OCT for FC consideration.</p>
103/8	<p>f) To consider and, if thought fit, to approve amended Expenses Policy. (P) Chair, (S) Cllr. Jeffery. 4/0/0. So Approved. Policy will be formally ratified when these minutes approved by full council 24/7/17. Clerk: please note and upload to website.</p>
103/9	<p>g) To consider Grant Award Policy as previously circulated It was agreed that this policy document be referred back to Policy and Personnel Committee for their consideration.</p>
103/10	<p>h) To consider contracts monitoring exercise recently undertaken Clerk reported that main contractors were now providing more specific evidence to support invoicing and that said invoices would be created quarterly rather than annually to enable ongoing monitoring to take place. The main parish grounds maintenance contract is due for renewal at the end of this financial year 2017/18 and that negotiations should begin late Autumn with interested parties to ensure best value / service for parish council and residents. Clerk: please add discussion item to SEP agenda and circulate notes beforehand to enable consideration of contracts to be carried out.</p>
103/11	<p>i) To consider outcome of recent NPPFF Trustee meeting 19/6/17 Members in attendance all declared personal interest as members of NPPFF Trustee Board. Cllr. Zirker and Chair declared personal interest as members of NP Tennis Club and Cllr. Zirker declared personal interest as Site Manager for the Pavilion. Minutes of this meeting were not yet available. Cllr. Jeffery outlined main outcomes and discussion points. The need to establish a clear separation between the business of Council and that of the NPPFF Trustee role was highlighted. Members agreed that some professional advice was required in respect of VAT compliance and thus (P) Chair, (S) Cllr. Jeffery that such advice was sought by Clerk/RFO. 4/0/0. So resolved. Clerk: Please obtain quotes for such advice and report back to FC before proceeding.</p>

103/12	<p>j) To consider recent Otter/Exe meeting outcome re: Parish Together Grant Funding allocations</p> <p>Clerk had attended this recent Chairs/Clerks meeting at Budleigh Salterton and had discussed cross-parish funding opportunities with several local parish councils, including Colaton Raleigh & Otterton. There is the potential for a mutual reciprocal contribution of, say £50, between local parishes to facilitate release of this grant funding, for suitable projects, eg Defibrillators, Toilet Upgrades etc. which conforms to the “<i>parishes together</i>” principle.</p> <p>There was also a brief discussion about a nascent First Responder Scheme, (FRS) and it was asked that Cllr. Ranger be asked about this issue.</p> <p>Clerk: please contact local parishes again to determine any future collaborative projects. Cllr. Ranger, can you bring members up-to-date re: FRS</p>
FC104	<p>Matters considered as urgent by presiding Chairman</p> <p>Members considered the Roll Board at the Village Hall and agreed that the Clerk should enquire as the costs of updating board with recent Chairs and new Clerks details.</p> <p>Correspondence also received regarding provision of bench on Church Green. It was agreed that this matter be deferred until Ordinary meeting of 26th June.</p>
5/5	<p>Date and time and venue of next meeting: Provisionally agreed for Tuesday 1st August 2017 at 7.00pm. Venue t.b.d. Clerk to liaise with committee Chair to arrange and publish agenda as per statutory requirements.</p> <p>With no further business to conduct, the Chairman closed the meeting at 2.20pm.</p>

Chairman: _____

Date: _____