

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 16<sup>th</sup> January 2018 in Harpford Village Hall,  
Harpford at 19.00hrs

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair), Tillotson, Walker and Zirker Clerk and 0 members of the public.</p> <p>Meeting began at 7.15pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b>      Outlined <b>Public Questions</b>      None</p>	
FC18/1	<p><b>Apologies for absence:</b> Cllr. Jeffery</p>	
FC18/2	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board. Cllrs. Tillotson and Zirker declared pecuniary interests in agenda item 18/4 f) as a NPHPC allotment tenants</p>	
FC18/3	<p><b>To consider Minutes of previous Finance Committee meeting 12<sup>th</sup> December 2017:</b> <i>The minutes of the previous meeting of Finance Committee on 12<sup>th</sup> December were approved at FULL Council on 18<sup>th</sup> December 2018</i></p>	
	<p><b>Matters arising from these minutes:</b> None</p>	
FC18/4a	<p><b>Business to be considered:</b></p> <p><b>a) To consider staff training costs for GDPR compliance</b></p> <p>After discussion, and a brief outline of training outcomes in relation to the proposed GDPR compliance requirements, it was agreed that Clerk should attend and report back to Council as to recommendations / requirements. <b>Proposed by Chair, seconded by Cllr. Walker. 4/0. So resolved.</b> <b>Clerk: Please make arrangements for costs to be shared amongst cooperative Councils and allocated to Cost Centre accordingly.</b> A similar staff request for training support for CiLCA qualification was referred to the Personnel and Policy Committee for their consideration.</p>	<b>Clerk</b>
FC18/4b	<p><b>b) To consider online and established banking arrangements</b> i) Cllrs. Burhop and Zirker have still not been able to access Lloyds Online banking due to security restrictions. <b>Clerk: Please circulate 3 months of recent bank statements to both Councillors so they can answer the required security questions.</b></p>	<b>Clerk</b>

FC18/4c	<p><b>c) To consider NPHPC grant award assessment protocol for Grant Award Policy</b></p> <p>A substantive Grant Award (Application &amp; Assessment) Policy was agreed, in light of recent amendments. This is to be forwarded to Policy and Personnel for final approval and then full Council for ratification.</p> <p><b>Clerk: please add to next PPC agenda.</b></p>	Clerk
FC18/4d	<p><b>d) To consider provision of additional Dog waste / General waste bin amenity within parish.</b></p> <p>In light of recent budget recommendation, it was proposed by Chair and seconded by Cllr. Tillotson that 3 new waste units be purchased and installed in the following locations, subject to EDDC agreement. Resolved unanimously.</p> <p>i) At western end of footpath 3 adjacent to Venn Ottery Road – Dog waste bin.  ii) At junction of Littledown Orchard and Exmouth Road by grit store - Dog waste bin  iii) At Venn Ottery, by noticeboard – General waste bin.</p> <p><b>Clerk: please liaise with relevant landowners to arrange installation.</b></p> <p>It was also proposed that the EDDC Dog waste bin behind the Tennis Court which was rarely used be moved to the entrance of Webbers Meadow to sit alongside the existing DWB so as to prevent overflow.</p> <p><b>Clerk: please liaise with EDDC to arrange.</b></p>	Clerk  Clerk
FC18/4e	<p><b>e) To consider Cemetery Maintenance and Commonwealth War Graves status (CWG)</b></p> <p>Clerk updated members on recent research regarding the 4 CWG interments in the old Cemetery at St. Lukes. In light of the centenary of Armistice Day this year, it was felt that this matter should be considered by full council.</p> <p><b>Clerk: please add to ORD January agenda for members consideration.</b></p>	Clerk
FC18/4f	<p><b>f) To consider request for allotment expenditure</b></p> <p>Clerk updated Finance Committee as to recent request from tenants at the allotment for supplies of wood chips and manure for individual use. Members were disinclined to provide such as there may be difficulties in ensuring a fair allocation of resources amongst tenants which may lead to difficulties / disputes in the future.</p> <p>It was felt that a better use of the reserve funds in the budget allocated to allotments was to purchase sufficient hardcore / surface material to provide a better entrance area for all users to benefit from (scalping etc).</p> <p>It was therefore proposed by Chair and seconded by Cllr Walker that this be arranged. 2/0/2 abstain. (Cllr. Tillotson and Zirker are tenants and declared an interest). So resolved but subject to full council ratification in light of vote tally.</p> <p><b>Clerk: please investigate costs and practical arrangements re: access etc, and report back to Council asap with findings.</b></p>	Clerk

FC18/4g	<p><b>g) Risk Assessments</b></p> <p>i) FC considered amended report and made revisions as required. Substantive document to be circulated to Full Council with FC minutes. <b>Clerk: please action accordingly.</b> <b>Major Amendments/Observations:</b> <i>Playground Inspection Weekly Rota required</i> <i>Intention to add Cash Cover to Ins. Policy June 2018</i> <i>Remove duplicated Cash Handling section</i> <i>Refer matter of Business Continuity to Full Council in February 2018 agenda. Also, Emergency Planning.</i></p> <p>ii) It was proposed by Chair and seconded by Cllr. Zirker that the quotation for a basic valuation on the War memorial at Church Green be accepted to establish a reinstatement / replacement value. Cost £100 plus VAT. Resolved unanimously. Once received, this will enable the structure to be added to Council's Asset Register and insured accordingly. <b>Clerk: please action accordingly.</b></p>	<p>Clerk</p> <p>Clerk</p>
FC18/4h	<p><b>h) To consider grass maintenance contracts.</b></p> <p>Further to last discussion on 16<sup>th</sup> December 2017, members of FC reviewed the draft tender document and added several other areas of grass to be included in the contract, together with all of the grass areas currently attended to by DCC as a separate appendix for contractors to tender for. Subject to response and quotations, a decision can be made as to whether NPHPC wishes to take these areas on and seek reimbursement from the higher authorities for the works undertaken by the Council. <b>Clerk: please amend tender docs. to take these amendments into account.</b> <b>Deadline for receipt of tender submissions 19/2/18 with FC to consider 20/2/18 for recommendations to Full Council 26<sup>th</sup> February 2018.</b> <b>Invitations to Tender to be placed in/on:</b> Noticeboards Parish Newsletter Website It was proposed by Cllr. Zirker, seconded by Chair that a paid advertisement be placed in the Sidmouth Herald to promote the Tender Process and encourage additional submissions. <b>Clerk: Please action accordingly.</b></p>	<p>Clerk</p>
FC18/4i	<p><b>i) To review Action List 2018/19</b></p> <p>This matter was deferred to next FC meeting <b>Clerk: please note and add to agenda accordingly.</b> <b>Please circulate revised Version beforehand.</b></p>	<p>Clerk</p>
FC18/5	<p><b>Matters considered as urgent by presiding Chairman.</b></p> <p>i) Street Lights failed in Meadow Drive. <b>Clerk to report to DCC</b></p> <p>ii) Moles on Playing Field reported by field tenant. <b>Clerk to arrange mole trapping as a matter of urgency given risks to users and landlords responsibilities.</b></p> <p>iii) Repairs required to gate on Playing Field as reported by P3 warden. <b>Clerk to liaise with Handyperson to arrange works.</b></p>	<p>Clerk</p>

FC18/6	<b>Date and time of next Finance Committee meeting</b> 20 <sup>th</sup> February 2018 – 7pm Harpford Hall <b>Clerk: please arrange meeting booking and agenda.</b>	Clerk
	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.15pm.</b>	

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 Harpford at 19.00hrs

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

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

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