

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on
Tuesday 20th March 2018 in Harpford Village Hall,
Harpford at 19.00hrs

ACTION by:

	<p>Present Cllrs. Jeffery (acting Chair), Tillotson, Walker and Zirker Clerk and 0 members of the public.</p> <p>Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions None</p>	
FC18/13	<p>Apologies for absence: Cllr. Burhop sent his apologies. Noted.</p>	
FC18/14	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. No further declarations made.</p>	
FC18/15	<p>To consider Minutes of previous Finance Committee meeting 20th February 2018 already approved by Full Council 26/2/18.</p>	
	<p>Matters arising from these minutes:</p> <p>Dog / Waste Bin installations: It was proposed by Cllr. Jeffery and seconded by Cllr. Walker that 2 no. Doggybins 40L dog waste bins be purchased together with 1 no. Cesar 120L general waste bin. Resolved unanimously. Clerk to arrange delivery and installation with handyperson, and to make arrangements with EDDC for emptying via contract. It was further agreed that EDDC be asked again to repair the two EDDC owned dog-bins at Webbers Meadow and to consider a dual mounting post at the main gateway.</p>	
FC18/16a	<p>Business to be considered:</p> <p>a) To consider re-appointment of Beth Webb FCA as Council's internal auditor. After discussion, it was proposed by Cllr. Jeffery and seconded by Cllr. Walker that Beth Webb be re-appointed. Resolved unanimously. Clerk: Please notify Beth accordingly.</p>	Clerk
FC18/16b	<p>b) To consider closure of Councils secondary bank account. After discussion regarding the benefits of retaining a secondary account, it was proposed by Cllr. Jeffery & seconded by Cllr. Zirker that the sum of £13,379.41 be moved from Natwest to Lloyds, leaving £1058.35 in the NWB account, this being the current figure for CIL receipts into Council. The account is then to be re-designated as the CIL account as per standing guidance from EDDC. Resolved unanimously. Clerk: please note and make necessary arrangements.</p>	Clerk

FC18/16c	<p>c) To consider renewal of Council’s Insurance Policies Following the recent consideration and approval of Council’s Risk Assessments and Internal Financial Control Review, it was felt that Council should consider both an element of Cash Cover in respect of Event Receipts as per Cash Handling Policy and also Key Personnel cover to safeguard against financial loss should the Clerk be unable to perform their duties. The question of Business Continuity was also raised and this matter has been referred to PPC for their further consideration and review. Clerk: please note and start renewal negotiations in early April for report to Fin.Comm. in May with costed proposals incorporating the elements above. The recent valuation of the War Memorial also needs to be considered upon renewal.</p>	Clerk
FC18/16d	<p>d) To consider preparation and publication of Parish Council Emergency Plan Upon discussion, and after attendance at the recent Otter to Exe Chairman’s meeting, it was suggested by Cllr. Jeffery that she, Cllr. Zirker and the Clerk prepare a draft for the next Fin.Comm. meeting using templates available elsewhere prior to consideration by full council. Clerk: please note. It was accepted that Council alone cannot undertake all the necessary planning, and on-the-ground support, in the event of a parish emergency and therefore a call-out for volunteers may be made in the near future once a framework for the EP has been created. There may also be the opportunity to liaise with adjoining parish councils to create a mutual network for such civil contingencies as may arise. Clerk: please note and add to next Fin.Comm agenda. Please liaise with Cllrs to research and draft a plan as directed. It was suggested by Cllr. Zirker that a thank you card be sent to a local parishioner who has undertaken a significant amount of community-spirited works in recent weeks during the severe weather. So agreed. Clerk: please arrange for all members to sign a suitable card for delivery.</p>	Clerk
FC18/16e	<p>e) To consider Action Plan 18/19 Amendments were proposed to the extant plan. It was proposed by Cllr. Jeffery that, in agreement with Cllr. Ranger, a PATH CLOSED sign be purchased and stored in Harpford to warn residents against flood risk on the path leading to Red Bridge. Seconded Cllr. Zirker. Resolved unanimously. Clerk: please note & arrange as directed. Funds to come from existing DCC HMCEF reserve. It was noted that the wall of the Old Cemetery adjacent to High View is in a poor state of repair and make require urgent works. Clerk: please note. Please liaise with Steve Silver for an initial assessment of works required. The matter of a proposed joint School / Council event in June was discussed but this is to be covered at Full Council on 26th March.</p>	Clerk

	<p>Cllr. Zirker raised the issue of “Balsam Bashing” which was to be discussed in April. He will chat with Ted Swan to determine the timings and arrangements for another proactive push against this invasive plant in the parish as the year progresses.</p> <p>Clerk: please revise Action List and circulate to all members ready for Monday’s meeting.</p>	
FC18/17	<p>Matters considered as urgent by presiding Chairman.</p> <p>It was suggested that Fin. Comm. consider the matter of parish reserve funds once the end-of-year financial figures were known, and that consideration be given to the virement of a suitable sum into 2 new sinking funds; Play Equipment and MUGA (Multi Use Games Area).</p> <p>Clerk: please add this matter to the next Fin.Comm agenda.</p> <p>Councillor Walker asked whether a password protected section of the website could be established so that financial papers which contained confidential information could be uploaded and accessed by members without wider public access and subsequent data protection issues. This was felt to be a worthwhile suggestion given the new arrangements proposed for financial reporting and Clerk was directed to make enquiries with website provider as to feasibility and cost.</p> <p>Clerk: please note and action accordingly. Please report back to Fin.Comm.</p>	Clerk
FC18/18	<p>Date and time of next Finance Committee meeting; 8th May 2018 – 7pm Harpford Hall</p> <p>Clerk: please arrange meeting booking and agenda.</p>	Clerk
	<p>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.00pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____

Date: _____