

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on Wednesday 20<sup>th</sup> October 2021 at 7.30pm held at Harpford Hall, Harpford.

**ACTION by:**

	<p><b>Present:</b></p> <p>Cllrs Walker (Chair), Burhop (Vice-Chair) and Carpenter. (Q)          No members of the public.          Meeting began at 7.30pm.</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 members of the public in attendance.  <i>Chair closed the public forum at 7.35pm.</i></p> <p><i>The Chair proposed that Cllr. Carpenter be co-opted onto the Finance Committee for this meeting to allow said meeting to be quorate as per the Council's Standing Orders. Seconded by Cllr. Burhop. Resolved unanimously.</i></p>	
FC21/034	<p><b>Apologies for absence:</b></p> <p>Apologies received from Cllrs. Dalton, Tillotson and Tribble.          Noted.</p>	
FC21/035	<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>No other declarations made.</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>	
FC21/036	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 23<sup>rd</sup> September 2021 as previously circulated to members:</b></p> <p><i>Cllr. Burhop proposed that the substantive corrected minutes be adopted as a true record of the meeting. Seconded by the Chair. Resolved unanimously.</i></p> <p>Matters arising:  <i>None raised.</i></p>	

	<b>Business to be considered:</b>	
FC21/037a)	<p><b>a) To consider arrangements for Annual Firework Event in November 2021:</b></p> <p>Cllr. Burhop (Chair of the Firework Event working Party) confirmed that all arrangements were on track for the 5<sup>th</sup> November. All relevant authorities had been notified as per protocols. Leafleting (adverts) for the event had started and posters were being displayed. Tickets were now on sale. Additional entertainment had also been booked.</p> <p>The “Sweets” concession had cancelled but it was hoped that PTA would take this on subject to a slight increase in their agreed concession fee.</p> <p>Discussions were underway to run a “wet-bar” on the evening. Volunteers/Marshalls were asked to attend the event from 5pm onwards for briefing session.</p> <p>RFO was asked to organise a cash float beforehand - £100 in £1 coins and £20 in 50p.</p> <p>RFO: Please arrange.</p> <p>A further working party meeting was scheduled for 21/10 and the recent concession charge request from Harpford Hall trustees would be considered thereat.</p> <p>Further update discussion at Full Council on 25/10.</p>	
FC21/037b)	<p><b>b) To receive update on meeting of the recently formed VOVG Bridge Working Party:</b></p> <p>It was noted that – due to time constraints – this working party had not yet met. Cllr. Burhop kindly agreed to take this matter forward.</p>	
FC21/037c)	<p><b>c) To consider initial first draft of Council’s 2022-23 Budget and Precept assessment; RFO to present.</b></p> <p>A draft budget report and forecast for 2021-22 had been circulated by the RFO together with a first draft of a possible 2022-23 budget and precept calculator/assessment.</p> <p>Some revisions were made in light of recent updates from higher tier authorities re: S106 and CIL receipts.</p> <p>Cllr. Carpenter expressed some reservations at making any further decisions in light of the minimal number of FC members available and Chair agreed to defer this matter until the next meeting of the FC in November.</p> <p>RFO: Please add to next Fin.Comm. agenda accordingly. Revise draft B&amp;P report re: above changes.</p>	
FC21/037d)	<p><b>d) To consider suggestion that Council explore potential provision of community EV charging in the parish:</b></p> <p>After a short discussion, Clerk was asked to circulate some discussion papers to all members of Council and bring forward to a future meeting of the Finance Committee for further discussion.</p> <p>Clerk: please note and action accordingly.</p>	

FC21/037e)	<p><b>e) To consider update re: decision to release Permanent Endowment fund for the Venn Ottery Village Green (Fund):</b>  Cllr. Burhop (as Chair of the Parish Council) has agreed to bring together the Vice-Chair and the District Council ward member (by Zoom if necessary) to pass the necessary resolution to enable the permanent endowment trust fund to be released and the trust wound up as per Charity Commission guidance the previous resolution of the Finance Committee.  Cllr. Burhop: Please action accordingly.</p>	
FC21/037f)	<p><b>f) To consider report from the RFO regarding potential expenditure at the allotment site for the improvement of amenity and to minimise future costs/enhance rental income:</b></p> <p>Chair proposed that this matter be deferred until a later meeting of the Finance Committee when Cllr. Tillotson (in her capacity as Allotment Manager) could offer advice on such purchases. Agreed.  Clerk: Please add to next Fin.Comm. agenda and liaise with Cllr. Tillotson to provide quotes for consideration.</p>	
FC21/037g)	<p><b>g) To consider expenditure for the provision of Christmas illumination on Greenbank:</b>  Clerk confirmed that electricity supply had now been installed and that supply metering equipment would be installed on 2/11/2021. Once complete, the works for electrical supply to the site would be complete.  It was proposed by the Chair, seconded by Cllr. Burhop, that the Parish Council purchase 8 sets of lights (4 per tree; two sets each in white LED, two sets multicoloured) so that the display could be alternated. All lighting to come with inbuilt timers to conserve electricity and minimise disruption to neighbouring properties. Costs already agreed at £200 per tree. Resolved unanimously.  RFO: Please arrange purchase as a matter of urgency. Please also liaise with Cllr. Hughes in respect of the installation of the permanent Fir tree on Greenbank as previously resolved.</p>	
FC21/037h)	<p><b>h) To receive update on refurbishment of parish MUGA at Back Lane (via S106 and CIL funding):</b>  Clerk updated members of Fin.Comm. as to funding available following discussions with EDDC S106 officer. Chair asked that her emails be forwarded to all members of the Council.  RFO: Please action accordingly.  Clerk also reported that he had received an approach from a 3<sup>rd</sup> party Play Consultancy offering to manage the delivery of the project from design to completion. It was agreed that Clerk would make an initial contact to ascertain what could be done and at what cost. Similarly, Clerk to contact EDDC to ascertain whether the PC was permitted to use such a service within the S106 funding and delivery process.  Clerk: Please action accordingly and bring back to FC asap.</p>	

FC21/037i)	<p><b>i) To consider update on refurbishment and re-opening of the WC amenity in Roberts Way:</b></p> <p>Clerk reported that he had met with the Council's nominated architect to discuss re-drawing the plans for the refurbished WC block to incorporate just a single WC unit (unisex and disability compliant) with service access from the existing adjacent disabled unit as per earlier direction from the Parish Council. Clerk was duly delegated to liaise with the architect to obtain these revised plans as a matter of urgency for Fin.Comm. to assess and consider.</p> <p>RFO: Please action accordingly.</p> <p>With regards to the proposed re-opening of the existing amenity, the RFO had obtained quotes from a local commercial cleaning contractor which had been circulated to members of Fin.Comm.</p> <p>Concerns were raised regarding the impact of such cost on the Council's finances and relative to the annual precept for the Parish Council.</p> <p>It was proposed by Cllr. Burhop, seconded by the Chair, that the Finance Committee would make a recommendation to Full Council that an initial trial of 3 months be undertaken to assess the performance of the proposed contractor (with all consumable costs included) and a commensurate annual sum added into the 2022-23 budget "in principle".</p> <p>Resolved unanimously.</p> <p>RFO: Please ask Chair of the Parish Council to seek Full Council's agreement to this expenditure as it exceeds the delegated authority of the Finance Committee to approve.</p>	
FC21/037j)	<p><b>j) To consider update Cemetery Wall Repair:</b></p> <p>Clerk reported that there had been no progress in this respect but that he would continue to seek contractors to assist with this project. Noted.</p>	
FC21/038	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>Chair raised the issue of where the PC would wish to hold its Full Council meetings now that the Village Hall was reopening its doors post-CV19. Cllr. Burhop suggested that this matter be discussed on 25/10 with any proposals being added to the next Ordinary meeting agenda thereafter. Noted</p> <p>Clerk: Please liaise with Chair to bring this discussion forward under agenda item 21/070.</p>	
FC21/039	<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 18<sup>th</sup> November 2021, 7pm provisional start time; the meeting to be held at the Pavilion.</p> <p>Clerk: Please note and publicise accordingly. Please book venue.</p>	

FC21/040	<b>With no business to be considered In Committee, this agenda item was not considered.</b>	
FC21/041	<b>With no business to be considered In Committee, this agenda item was not considered.</b>	
	<b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.00pm.</b>	

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at 7.30pm held at Harpford Hall, Harpford.

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

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

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

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