

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on
Tuesday 4th December 2018 at 7pm in Harpford Village Hall, Harpford

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Dalton, Jeffery, Tillotson, Walker and Zirker Clerk. 0 members of the public. Meeting began at 7.05pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions No public questions or representations.</p>	
FC18/60	<p>Apologies for absence: None – all members present.</p>	
FC18/61	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC18/62	<p>To consider Minutes of previous Finance Committee meeting 13th November 2018 as previously circulated to members. <i>Approval of minutes was proposed by Chair, seconded by Cllr. Zirker. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting.</i> Matters arising: Clerk provided an update as to recent requests for a Libel and Defamation course via DALC. They do not currently run such a specific course but are considering it now in light of Council's request and are investigating potential interest from others. <i>Clerk: Please continue to liaise with DALC and update Fin.Comm. whenever possible.</i></p>	Clerk
FC18/63a	<p>Business to be considered: a) To consider survey report received regarding condition of St. Luke's cemetery wall: <i>It was proposed by Chair, seconded by Cllr. Zirker, that:</i> <i>i) Clerk seek to obtain 3 quotations for the works identified in the Schedule of Works that was provided with the survey report for:</i> <i>a) The entire works as scheduled</i> <i>b) Works to sections B to C, and C to D, only.</i> <i>ii) Clerk to investigate potential sources of grant finance (if any) to offset the costs to parish taxpayers.</i> <i>iii) Clerk to forward a copy of the report and schedule to the Diocese Property Office to obtain their prior consent for the works proposed.</i> <i>iv) The foliage around the works to be left untouched until the building works commence so as to not exacerbate the structural issues further.</i> Resolved unanimously. <i>Clerk: Please note and action accordingly.</i></p>	Clerk
FC18/63b	<p>b) To consider Council's Action Plan 2018/19: Amendments made and directions to Clerk resolved. <i>Clerk: Please amend as directed and circulate revised copy to all Councillors with draft minutes.</i></p>	Clerk
FC18/63c	<p>c) To consider interim Risk Assessment review: Pages 9 to 12 (incl.) of the Interim Risk Assessment Review were considered and amendments made, as a result of recent developments and circumstances. Chair proposed that pages 13 to 17 be considered at the next Fin.Comm meeting. Agreed unanimously. <i>Clerk: please note and add to agenda accordingly.</i></p>	Clerk

FC18/63d	<p>d) To consider proposals for purchase of a second-hand 20m² gazebo at a cost of £100 for parish council and community events: It was proposed by Chair, seconded by Cllr. Dalton, that Council make this purchase, the equipment being in a fair to good condition; to be stored at the Pavilion building. Resolved unanimously. Chair and Clerk to liaise regarding transportation to PAV and re: arrangements for payment to current owner.</p>	
FC18/63e	<p>e) To review Budget Monitor (Q3) forecast: Reviewed and noted. Clerk: Please publish on Council's website once figures for December have been approved on 17/12/18 and finalised.</p>	Clerk
FC18/64	<p>Matters considered as urgent by presiding Chairman: Chair reported that a neighbouring Parish had recently seen a development by Cavanna Homes completed and suggested that Clerk contact that Parish Council's Clerk to investigate what, if any, arrangements had been discussed / agreed re: Cavanna Community Benefit contribution. So resolved. Clerk: Please note and action accordingly. Please report back to Fin.Comm. when information received.</p>	Clerk
FC18/65	<p>Date and time of next Finance Committee meeting; 15th January 2019 – Harpford Hall – 7.00pm * 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 8.15pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____