

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 5<sup>th</sup> June 2018 at 3pm in Harpford Village Hall, Harpford

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair) Dalton, Jeffery, and Walker. Clerk. 2 members of the public.</p> <p>Meeting began at 3.10pm as a result of previous meeting overrun.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Outlined <b>Public Questions</b> Resident requested that Council consider supporting Armed Forces Day on the 30<sup>th</sup> June with a flag purchase. Chair suggested this matter be considered at Full Council on 25<sup>th</sup> June. Clerk, please add to agenda. Jill Elson introduced herself as the representative of Exmouth Ring and Ride, an applicant for grant funding assistance.</p>	
FC18/25	<p><b>To elect a Chair for the Finance Committee.</b> Cllr. Jeffery nominated Cllr. Burhop, seconded by Cllr. Walker. 3/0/1 absten. So resolved.</p>	
FC18/26	<p><b>Apologies for absence:</b> Cllr. Tillotson and Zirker sent their apologies. Noted.</p>	
FC18/27	<p><b>Declarations of Interest made:</b> All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. Cllr. Dalton declared a personal interest in agenda item 18/31a)i) as a representative of the organisation applying for grant funding.</p>	
FC18/28	<p><b>To consider Minutes of previous Finance Committee meeting 20<sup>th</sup> March 2018 already approved by Full Council 26/3/18.</b> Noted.</p>	
	<p><b>Matters arising from these minutes:</b></p> <p>Dog Bin Installations: Having been notified that the previously suggested location was unsuitable, Clerk was asked to circulate map showing alternate location by Harpford Church. Parishes (Communities) Together Funding 18/19: Cllr. Jeffery had not attended the PTF meeting in Ottery as previously reported as that meeting had been cancelled at the behest of EDDC officers. Clerk updated committee as to possible changes to fund criteria. No further action required at the present time. Clerk reported that he had spoken with EDDC Conservation Team with regards to the advice that planning consent was required for the wall repairs at the Old cemetery and was awaiting further information. He had also spoken with the Diocese of Exeter Liaison Team who were considering Council's request. Chair mentioned that another wall was being dismantled near St. Luke's and that these bricks would be available (during summer holiday) for use in replacing similar style bricks found to be unusable during the rebuild project. Clerk and Chair were liaising with builders presently to get the required quotes to allow Fin.Comm. to consider matter further.</p>	

FC18/29	<p><b>To review financial reports / updates for period up to 31/5/18.</b>  Clerk reported that no budget monitor had yet been created as only 2 months worth of accounts were available at the start of this financial year. Clerk outlined new Invoice Tracking spreadsheet for grounds maintenance audit / governance.  Chair asked Clerk to chase EDDC regarding reimbursement for the grounds works being undertaken by Council on their grass areas.  Clerk: Please note and report back with outcome.  A resident asked a question with regards to financial reporting. Chair opened the discussion to the public.  After a short debate, Chair proposed that what Council currently publishes on its website is both statutorily correct and also sufficient to demonstrate Councils aims &amp; objectives of openness and transparency. Seconded by Cllr. Jeffery. Resolved Unanimously.  Chair closed meeting to public representations.</p>	Clerk
FC18/30	<p><b>Action List 18/19 review (as previously circulated)</b>  Amendments/revisions/deletions suggested.  Clerk please amend as directed and recirculate asap to all Council members for consideration and review.  The issues of Trees (Audit) and Glebelands Parking were to be added to next Full Council agenda in June.  Clerk: Please note and action accordingly.</p>	Clerk
FC18/31a	<p><b>Business to be considered:</b></p> <p><b>a) To consider Grant Applications received.</b>  Two applications were received prior to the deadline of 31<sup>st</sup> May 2018 as per adopted Grant Award Policy.  <i>i) Senior Citizens Christmas Lunch event.</i>  Cllr. Dalton declared a personal interest.  Chair proposed, seconded by Cllr. Jeffery, that Council award £100 towards the costs of hosting this event for parishioners. 3/0/1 absten. So resolved.  <i>ii) Exmouth Ring and Ride.</i>  Jill Elson was invited by Chair to outline the scheme and its benefit to the parish. Additional paperwork provided to Fin.Comm members.  Cllr. Jeffery proposed, seconded by Cllr. Walker, that Council award the requested amount of £283.37 towards the running costs of this service. Resolved unanimously.  Clerk: Please note and raise the necessary remittances subject to Full Council approval of these awards on 25<sup>th</sup> June 2018.  Please contact Exmouth Ring and Ride for bank details to enable BACS payment in June subject to approval.</p>	Clerk
FC18/31b	<p><b>b) To consider purchase of flag to commemorate Merchant Navy Day 3<sup>rd</sup> September 2018:</b>  Proposed by Chair, seconded by Cllr. Dalton, that Clerk be delegated to establish the correct size of flag required and to arrange purchase up to the value of £50.  Resolved unanimously.  Clerk: Please note and action accordingly.</p>	Clerk

FC18/31c	<p><b>c) To consider renewal of Council’s combined insurance policies:</b>  As previously resolved, Council synchronised all renewal dates to the 9th June to investigate whether economies of scale and common liability would yield financial savings. Additional risks and indemnity cover also required re: new acquisitions and responsibilities in the parish. Previous individual policies totalled £2763 pa. incl. IPT etc. 3 quotes were obtained and, upon review, Finance Committee resolved to recommend Quote 3 at £1898 per annum, for a Three year Fixed Term Agreement. In addition, payment of £129 to the previous insurer in respect of the penalty for early termination of that 3 year FTA was approved. Finally, the existing policy for the Surgery to be renewed to maintain certain aspects of the cover which could not be replicated under the combined policy with Royal Sun Alliance. The matter of this premium to be delegated to Clerk to negotiate given the concurrent issue of duplicated cover elsewhere.  <b>Proposed by Chair, seconded by Cllr. Jeffery. Resolved unanimously.</b>  Clerk: please note and notify provider (3) accordingly. Please contact other insurers to notify them of policy lapse.</p>	Clerk
FC18/31d	<p><b>d) To consider expenditure of £100 for new VAS brackets to enable switching of VAS locations:</b>  <b>It was proposed by Chair, seconded by Cllr. Jeffery, that 2 sets of bracket/clips be purchased from supplier of VAS to enable unit to be mounted at bottom of Harpford Hill, and also in the opposite direction o/s Pride Hairdressers. Fitting will be arranged under Handyperson contract. Resolved unanimously.</b>  Clerk: please order brackets. Deliver to handyperson for fitting a.s.a.p.</p>	Clerk
FC18/31e	<p><b>e) To consider Play equipment expenditure:</b>  It was agreed that this matter be deferred until the next Fin.Comm. meeting to allow more quotes to be obtained for the maintenance, repair and replacement of equipment in the Back Lane play area, and to allow more financial data to be obtained from EDDC s.106 officers to fund the same. Clerk: Please add to next FC agenda in July.</p>	Clerk
FC18/31f	<p><b>f) To approve expenditure on Flood Mitigation equipment as per recent grant award:</b>  Due to the timescales set by the awarding body, Fin.Comm. considered the need to spend the grant monies as per schedule submitted with grant application. <b>It was proposed by Chair, seconded by Cllr. Jeffery, to delegate this matter to the Clerk to purchase the materials specified up to the value of £1500 (grant award) gross. Resolved unanimously.</b>  Clerk: Please note and arrange accordingly ensuring purchases are made by the deadline specified by DCC. Arrange storage of materials appropriately.</p>	Clerk

FC18/31g	<p><b>g) To approve expenditure on Highway Maintenance Equipment (HMCEF) as per recent grant award:</b>  Due to the timescales set by the awarding body, Fin.Comm. considered the need to spend the grant monies as per schedule submitted with grant application.  <b>It was proposed by Chair, seconded by Cllr. Jeffery, to delegate this matter to the Clerk to purchase the materials specified up to the value of £950 (grant award) gross. Resolved unanimously.</b>  Clerk: Please note and arrange accordingly ensuring purchases are made by the deadline specified by DCC. Arrange storage of materials appropriately.</p>	Clerk
FC18/31h	<p><b>h) To consider Grounds Maintenance of Devon embankment behind Venn Ottery Road Cemetery:</b>  Clerk reported that, due to an oversight during the preparation of the Grounds Maintenance Specification, the northern half of the Devon bank had been omitted from the contract.  The Contractor has quoted £15 per cut for this season, £14 for subsequent seasons. Financial exposure as per cut schedule in that area: £45 for 18/19, £42 19/20 onwards (this sum to be taken from Allotment reserves).  Two other areas were also discussed: the strip of grass adjacent to the School Lane car park below the handrails and the two splays outside the Venn Ottery Rd. Cemetery. Clerk advised that contractor had quoted to cut these for £20 combined, thus adding £60 to this year's maintenance costs (to be taken from Cemetery budget).  <b>It was proposed by Chair, seconded by Cllr. Walker that these additional costs be incurred. Resolved unanimously.</b>  Clerk: please note and liaise with contractor accordingly. Please amend the Invoice Tracker to take these costs into account and adjust budget monitor as a result re: cost centres specified.</p>	Clerk
FC18/31i	<p><b>i) To receive Internal Auditors Report for 17/18:</b>  Due to personal circumstances, the supplementary report from the Internal Auditor is not yet available. Review was deferred until next Fin.Comm. meeting  Clerk: please note and add to next FC agenda.</p>	Clerk
FC18/32	<p><b>Matters considered as urgent by presiding Chairman.</b>  Cllr. Walker advised that flower planting across village would be undertaken soon. Chair advised that budget allocation had been approved for this expenditure and gave authority under Chairman's delegated powers for the planting to be done.  Clerk: please liaise with Cllr. Walker to reimburse those expenses.  Cllr. Walker also advised that the planters opposite Ronald Kirby and Sons were in need of some repair. It was agreed to ask Handyperson to investigate and make repairs as required under the prevailing ongoing arrangements.</p>	Clerk
FC18/33	<p><b>Date and time of next Finance Committee meeting;</b>  17<sup>th</sup> July 2018 – Harpford Hall – 7.30pm  Clerk: please arrange meeting booking and agenda.</p>	Clerk
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 4.50pm.</b></p>	

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

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

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