

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 14th August 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.</p> <p>Meeting began at 7.00pm. The previous meeting convened for the 17th July 2018 having been cancelled as inquorate.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions No public questions or representations.</p>	
FC18/34	<p>Apologies for absence: None.</p>	
FC18/35	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p>	
FC18/36	<p>To consider Minutes of previous Finance Committee meeting 5th June 2018 having already been considered by Full Council on 25th June 2018. Approval of minutes was proposed by Cllr. Zirker, seconded by Cllr. Walker. Resolved unanimously. Chair signed the minutes as a true and accurate record of that meeting. Matters arising: Dog bin provision in Harpford EDDC reimbursement for grounds maintenance.</p>	
FC18/37	<p>To review financial reports / updates for period up to 30/7/18. Clerk reported that figures were unchanged from those presented to Council at the Ordinary meeting on 30th July. In addition, Clerk was pleased to report that the External Auditor had returned the AGAR3 (Annual Return) with an unqualified approval and no comments or observations. Therefore, the Notice of Conclusion of Audit (NCA) could be published on Council noticeboard and on website. Clerk: Please action accordingly. NCA to remain on display until the statutory period has elapsed.</p>	Clerk
FC18/38	<p>Action List 18/19 review (as previously circulated) Amendments/revisions/deletions suggested. Clerk to amend Master Version as directed and recirculate asap to all Councillors for consideration and review. Clerk: Please note and action accordingly.</p>	Clerk
FC18/39a	<p>Business to be considered:</p> <p>a) To consider repairs to Cemetery Wall at St. Luke's Chair proposed, seconded by Cllr. Tillotson, that Clerk contact three chartered surveyors to seek quotations for a formal survey of the wall and to determine works required. Resolved unanimously. Clerk: Please note and action accordingly. Cllr. Dalton suggested that Clerk contact the Victorian Society for further advice and support.</p>	Clerk

FC18/39b	<p>b) To consider provision of noticeboard at St. Luke's Cemetery. Clerk had provided multiple quote options for aluminium, softwood and hardwood. It was requested that Clerk seek further quotations and return to Fin.Comm. when those were received for further consideration. (n.b. subsequently, Clerk was asked to seek quotes for Iroko hardwood from other suppliers.) Clerk: Please note and action accordingly.</p>	Clerk
FC18/39c	<p>c) To consider cross-charging of Council's combined insurance policies premium to 3rd parties: As directed, Clerk had obtained a figure from the Councils insurers which broke down specific indemnity cover for the NPPFF and the Tennis Club so as to determine a pro-rata premium for the cover provided by the Council's policy ie. £382.35 for NPPFF £93.56 for the NP Tennis Club <i>Both Chair and Cllr. Zirker declared pecuniary interests in this matter being paying members of the Tennis Club.</i> It was proposed by Cllr. Jeffery, seconded by Cllr. Tillotson, that these amounts be accepted as the figures to be recharged to the two groups; those charges to be billed in January 2019 and to be paid within this financial year. 4/0/2 absten. So resolved. Clerk: please note and prepare cross-charging invoices accordingly for the date determined. A separate discussion regarding Ground Rent payments to the NPPFF was deferred to the next Trustee Board meeting for Trustee Board members to consider.</p>	Clerk
FC18/39d	<p>d) To consider contracting in of Tree Surgery advice in relation to Webbers Meadow and future tree planting programme. Committee felt that unless trees were dangerous to the public, then they should be left where they were as they provided a valuable addition to the ecology of the site in general (as per Woodland Trust advice). Clerk: Please liaise with WT to obtain further advice. Please add this matter to next Fin. Comm. agenda for further discussion and to consider tree planting.</p>	Clerk
FC18/39e	<p>e) To consider Play equipment expenditure: i) It was proposed by Chair, seconded by Cllr, Jeffery, that Council purchase the required bolts from manufacturer, HAGS, to repair the rope nest play item and to discuss the repairs recommended by ROSPA as Council handyperson does not have the expertise to carry out such specialist maintenance work. Resolved unanimously. ii) It was proposed by Chair, seconded by Cllr. Jeffery, that Council purchases 6 beams to repair the picnic table in the play area to make it safe. Quotation received from supplier at £30 x 6 plus delivery. To be fitted by parish handyperson. Resolved unanimously. Clerk: Please note and action accordingly.</p>	Clerk

FC18/39f	<p>f) To approve interim security / safety expenditure at WC facility in School Lane to combat anti-social behaviour: Clerk provided quotation from security company to provide the measures previously discussed. After lengthy discussion, Clerk was directed to seek further quotations for reinstatement and reinspection of electrical supply to the facility and to seek additional quotations for installation of timed locks on both Ladies and Gents entrance doors, and extra exterior lighting. Plus, additional quotations for CCTV and access control. Clerk: Please note and arrange accordingly and report back to Fin.Comm. for further consideration. Add to next FC agenda accordingly.</p>	Clerk
FC18/39g	<p>g) To consider works required in conjunction with Parishes Together Ditches & Drainage funding for 2016/17: 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. It was proposed by Chair, seconded by Cllr. Zirker, to proceed with works i) to iii) inclusive for the amount of £1130 and to delegate to the Clerk to arrange the secondary works for v) up to the limit of the grant monies available. Resolved unanimously. Clerk: Please note and arrange accordingly ensuring purchases are made by the deadline specified by DCC. Arrange storage of materials appropriately.</p>	Clerk
FC18/39h	<p>h) To consider Emergency Planning arrangements: This matter was deferred to the next Finance Committee meeting by unanimous agreement. Clerk to recirculate draft document from Cllr. Jeffery. Clerk: please note action accordingly.</p>	Clerk
FC18/40	<p>Matters considered as urgent by presiding Chairman. i) Two payments were authorised by committee in light of the urgency of payment required (Full Council not meeting until 24th September). £360 to PKF Littlejohn LLP for External Audit services provided £164 to South West Water for Allotments and WC supply. Proposed Chair, seconded Cllr. Walker. Resolved unanimously. ii) Clerk was directed to chase DCC regarding the damaged VAS pole outside Pride Hairdressers, High Street. Also, to contact Stagecoach to discuss possible claim for damage from impact. Clerk: Please action accordingly.</p>	Clerk
FC18/41	<p>Date and time of next Finance Committee meeting; 11th September 2018 – 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 8.40pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____ Date: _____