

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on  
Tuesday 20<sup>th</sup> February 2018 in Harpford Village Hall,  
Harpford at 19.00hrs

**ACTION by:**

	<p><b>Present</b> Cllrs. Burhop (Chair), Jeffery, Walker and Zirker Clerk and 0 members of the public.</p> <p>Meeting began at 7.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations</b> Outlined <b>Public Questions</b> None</p>	
FC18/7	<p><b>Apologies for absence:</b> Cllr. Tillotson was absent. No apologies received.</p>	
FC18/8	<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. Zirker declared pecuniary interests in agenda item 18/10 d) as a NPHPC allotment tenant.</p>	
FC18/9	<p><b>To consider Minutes of previous Finance Committee meeting 16<sup>th</sup> January 2018:</b> <i>Approval of these minutes was proposed by Chair, and seconded by Cllr. Zirker. Resolved unanimously.</i> <b>Clerk: please circulate approved version to members with these minutes in time for meeting of Council on 26<sup>th</sup> February 2018.</b></p>	
	<p><b>Matters arising from these minutes:</b> GDPR: Chair updated committee as to recent developments. Grant Policy: It was noted that Council will consider the substantive policy on 26/2/18 and approve if thought fit. Dog Bin installations: <b>Clerk to progress this matter asap.</b></p>	
FC18/10a	<p><b>Business to be considered:</b></p> <p>a) <b>To consider movement of funds between bank accounts.</b> After discussion, <b>it was proposed by Chair and seconded by Cllr. Zirker that £50,000 (fifty thousand pounds) be transferred with immediate effect from Natwest Bank into Council's account with Lloyds Bank to meet any future expenditure. Resolved unanimously.</b> <b>Clerk: Please note and make necessary arrangements having first contacted Lloyds to ensure that transfer will not breach terms for this account.</b></p>	Clerk
FC18/10b	<p>b) <b>To consider online and established banking arrangements</b> i) Cllrs. Burhop has been able to access Lloyds Online banking and is now an active online signatory. Cllr. Zirker has yet to establish the online arrangements. <b>Cllr. Zirker: please contact Lloyds Bank to finalise these online security procedures.</b></p>	DZ

FC18/10c	<p><b>c) To consider recent financial enquiries from Councillors.</b>  After discussion, it was recommended by Finance Committee that financial reports be published on Council's website prior to meetings and that members would be invited to view these beforehand and ask questions via the Chair if clarification required. Only the summary monthly cashbook report, and the Payments to be Approved report will be circulated with papers each month; the budget monitor to be circulated in May, September, November and February each year for review and consideration. it was felt that this will allow Council to operate openly and transparently but be less burdensome on members each month, especially as the data takes time to create by the RFO who is employed to administrate such matters in accordance with the Council's approved Financial Regs. and Internal Financial Control Reviews, both of which are regularly reviewed and approved by full council</p> <p><b>Clerk: please note and prepare financial reports as directed. Please provide a hyperlink with each months agenda to direct Councillors to the relevant data. Bank receipts and payments summary reports are to be removed from publication as they are contained in the figures elsewhere.</b></p>	Clerk
FC18/10d	<p><b>d) To consider allotment rents for 2019/20.</b>  <b>Cllr. Zirker declared an interest as an allotment tenant.</b>  After discussion, <b>it was proposed by Chair and seconded by Cllr. Jeffery that allotment rents remain unchanged for the financial year 2019/20. 3/0/1. So resolved. Clerk: please note.</b>  Committee also recommended that the matter of maximum plot occupancy be considered by the Policy and Personnel Committee at their next meeting, given that a waiting list exists of 5 persons. It was also recommended that suitable posters be displayed at the allotment site asking existing tenants if they wished to vacate any of their plots to accommodate those on the waiting lists.</p> <p><b>Clerk: please note and add to next PPC agenda. Please liaise with Cllr. Tillotson to create a suitable poster for display as directed.</b></p>	Clerk
FC18/10e	<p><b>e) To consider electrical utility supply to WC and Surgery buildings post March 2018</b>  The supply contract for both buildings falls due after 31/3/18 and an extension period of 12 months has been offered by the existing supplier for a renewal contract. Committee was mindful that the WC currently has no supply and the Surgery has recently undergone works maintenance to reduce electrical demand and thus the historic figures were not indicative of potential future usage. Therefore, it was felt that a further 12 months should be allowed before longer term contracts were considered to allow the usage to stabilise.</p> <p><b>It was proposed by Chair, seconded by Cllr. Jeffery, that Council renew contract with existing supplier under their EasyFix 18 tariff until March 2019 and that arrangements be made to pay future bills by variable DD to prevent late payment charges arising. Resolved unanimously. Clerk: please action accord.</b></p>	Clerk

FC18/10f	<p><b>f) To consider and Review Council's Action List 18/19</b></p> <p>After consideration, various revisions were proposed and deletions recommended as action points had been addressed.</p> <p><b>Clerk: please amend Action List as directed and circulate a revised version to all members as soon as possible. Please maintain as a standing item on Fin.Comm agendas.</b></p>	Clerk
FC18/10g	<p><b>g) To consider Grounds maintenance tender.</b></p> <p>In line with the tender process agreed by the Council, 3 sealed tender submissions were received in accordance with the published procedure and within the tender deadline period. These were opened at the meeting, and the prices reviewed together. After consideration, Finance Committee recommended that Contractor B be awarded the contract, subject to a meeting being arranged with that contractor in the parish to clarify a few matters and to potentially reduce the tender price after negotiation, and also for references to be taken up as provided. It was also recommended that, in light of the urgency of the business (namely that the start of the maintenance season was imminent), the decision to award be delegated to the Finance Committee after their further deliberations and the completion of the actions above. This proposal to be considered by Full Council on 26<sup>th</sup> February 2018. Finally, it was recommended that Tender Option 4 (Highways) be removed from the tender bid as the prices submitted made the provision of those additional maintenance works unviable in relation to the commensurate benefit to the parish.</p> <p><b>The substantive proposal was made by Cllr. Zirker and seconded by Cllr. Walker. Resolved unanimously.</b></p> <p><b>Clerk: please note and take these action points forward as a matter of urgency. Please contact Contractor B to make the necessary arrangements for a site meeting. Once contract is awarded, please write to Contractors A and C to advise them that their tender bid was unsuccessful.</b></p>	Clerk
FC18/11	<p><b>Matters considered as urgent by presiding Chairman.</b></p> <p>Committee considered the two grant assistance requests which have been made and recommended that these be considered by Council under the existing Grant Award Procedure when Full Council convenes on 26<sup>th</sup> February 2018.</p>	
FC18/12	<p><b>Date and time of next Finance Committee meeting</b> 20<sup>th</sup> March 2018 – 7pm Harpford Hall</p> <p><b>Clerk: please arrange meeting booking and agenda.</b></p>	Clerk
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.30pm.</b></p>	

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

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