

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on
Tuesday 8th May 2018 in Harpford Village Hall,
Harpford at 19.00hrs

ACTION by:

	<p>Present Cllrs. Burhop (Chair) Dalton, Jeffery, Tillotson, Walker and Zirker Clerk. No members of the public.</p> <p>Meeting began at 7.00pm.</p>	
Public Forum	<p>Fire Regulations Outlined Public Questions None</p>	
FC18/19	<p>Apologies for absence: None received. All members of committee present.</p>	
FC18/20	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. No further declarations made.</p>	
FC18/21	<p>To consider Minutes of previous Finance Committee meeting 20th March 2018 already approved by Full Council 26/3/18.</p>	
	<p>Matters arising from these minutes:</p> <p>Dog Bin Installations: Clerk to liaise with EDDC to determine if Harpford Woods / Knapps Lane is suitable location for a new waste bin as requested by resident. Also, discuss with CDE whether they might consider installing one.</p> <p>Website: Clerk confirmed that amendments have been made but he was currently awaiting some training from website provider.</p> <p>S106: Clerk had revised the matrix to include new fencing quotations and this has been emailed to EDDC S.106 officer for their attention and sign off. This will provide funding for both new fencing and the gazebo in the play area.</p>	
FC18/22a	<p>Business to be considered:</p> <p>a) To consider maintenance and repair of cemetery wall at St. Lukes: Clerk was asked to obtain 3 quotes from local contractors for the repair of said wall. Clerk: Please action accordingly and report back to Fin.Comm. with quotations when received. The issue was also raised as to whether the wall itself was listed and whether any grants are available to assist with costs of works. Clerk to investigate.</p>	Clerk
FC18/22b	<p>b) To consider provision of green waste bin at Venn Ottery Rd. Cemetery. After discussion regarding the costs and benefits of such a bin, Cllr. Tillotson offered to provide a composting bin from the adjacent allotment site, with Cllr. Zirker volunteering to produce a laminated A4 poster specifying what could be put inside ie. green compostable waste only.</p>	

	<p>This will hopefully resolve the problem without recourse to paying EDDC for a separate Green Waste collection service as originally considered. Council to monitor success and discuss again if required.</p> <p>Cllrs. Tillotson & Zirker: please action accordingly.</p>	MT/DZ
FC18/22c	<p>c) To consider maintenance and future use of adopted BT kiosk at Church Green, Newton Poppleford.</p> <p>Committee members were in agreement that parish handyperson should be tasked with restoring the exterior paintwork /glazing as part of his duties in conjunction with the Clerk to obtain the required red paint and materials. Once the BT telephony had been removed (no date advised as yet), then plans could be discussed as to future usage. Suggestions received include book exchange, small museum / history exhibition / display, and the Wi-Fi hot spot.</p> <p>Clerk: please liaise with handyperson to assess and plan works.</p>	Clerk
FC18/22d	<p>d) To virement into earmarked reserves following financial year end reconciliation:</p> <p>After consideration of financial position at year end, the following virements were proposed by Cllr. Burhop and seconded by Cllr. Jeffery:</p> <p>From free reserves available of £35,832.39 as on 31/3/18; £459.43 into Allotment Reserve Fund (being the surplus generated during 2017/18) £21250 into a newly created General Reserve Fund (being 50% of Council's precept) £5000 and £2000 into the existing WC Refurbishment Fund (being for works & legal costs respectively) £3000 into a newly created Play Equipment Sinking Fund £3000 into a newly created MUGA Improvement Fund £500 into a newly created I.T. Capital Fund (to replace IT equipment as necessary) £450 into a newly created P3/Footpath Reserve (being the sum of P3 receipts in 2017/18 and effectively ringfencing those funds) This leave £172.96 in unallocated reserves at year end.</p> <p>Resolved unanimously.</p> <p>Clerk: please amend Cashbook summary to reflect these virements and circulate with these draft minutes to Fin.Comm. members and Full Council when they next meet.</p> <p>Clerk was also directed to start gathering together quotations for WC refurbishment works in anticipation of decision from EDDC Asset Managers regarding long term future of the WC building.</p> <p>Clerk: please action accordingly.</p> <p>Cllr. Burhop also discussed small payments in relation to the completion of the Eco toilet at the Allotments. These sums to be reimbursed via Chairs delegated Authority to Allotment users group upon production of valid receipts via Clerk. Funds to be taken from existing Allotment Reserve (as increased above).</p> <p>Cllrs. Tillotson and Zirker both declared personal interests as Allotment Holders.</p>	Clerk

FC18/22e	<p>e) To consider financial implications of Himalayan Balsam project: After discussion, it was agreed that no further action was necessary and that Chairman of Council will make a decision as to whether refreshments etc can be funded by way of Chairman's Allowance on an "as-and-when" basis.</p>	
FC18/22f	<p>f) Update on insurance renewals 18/19 Clerk has been liaising with existing and prospective insurers to provide quotes for the tri-partite policy that Fin.Comm. suggested last year in order to hopefully generate some financial savings by way of economies of scale. Clerk to circulate to all FC members and add to next FC agenda in early June.</p>	
FC18/22g	<p>g) To consider Parish Together projects 18/19: Cllr. Jeffery is due to attend a meeting of the PT forum at Ottery St. Mary on 18th May and committee considered a variety of possible projects that might be funded via PT grant awards, including cycle access improvements to local footpaths, shared marquee facilities and provision of a night landing site via Devon Air Ambulance Trust. Matter was deferred until after the meeting has taken place. Clerk: add to next Fin.Comm. agenda</p>	Clerk
FC18/22h	<p>h) To consider Parish Emergency Plan and Flood Resilience Fund application: Cllr. Jeffery had circulated a draft copy of the emerging EP to all committee members and it was agreed that members of Fin.Comm. would consider this outside the meeting and bring it back for discussion at a later date. Clerk was directed to submit to DCC Flood Resilience Co-ordinator as a work in progress to see if that would enable FRF grant award to be released. Clerk: please action accordingly.</p>	Clerk
FC18/22i	<p>i) To review Action List 18/19 This matter was deferred until next FC meeting to allow Clerk to update existing version with recent revisions etc and re-circulate to all members for consideration. Clerk: please action accordingly.</p>	Clerk
FC18/22j	<p>j) To consider timetable for submission of Annual Return (AGAR3) to external auditors: Clerk reported that he was meeting with internal auditor on 14/5 and that all financials and required documents would be ready for Council to consider at the Annual Meeting on 21st May; return to be submitted thereafter within agreed timetable ie. by 11th June 2018. Arrangements were in place to publish all required documents and statutory notices by 1st June. No further action required. Chair of Fin.Comm. thanked RFO for the financial reports provided to all members each month and their accuracy.</p>	

FC18/23	<p>Matters considered as urgent by presiding Chairman.</p> <p>A request has been made by the Village Hall trustees to borrow part of the Council's PA system for a community fashion Show. It was agreed that this matter be discussed at the next ORD meeting as it went against current policy on asset use.</p> <p>Clerk: please note and add to agenda for meeting on 21/5.</p> <p>There was a discussion regarding allocation of spare plots at the Allotment and Clerk was asked to liaise with Cllr. Tillotson regarding re-letting to the persons next on the waiting list.</p> <p>Clerk: please liaise as instructed.</p>	Clerk
FC18/24	<p>Date and time of next Finance Committee meeting; 5th June 2018 – Harpford Hall – time to be agreed.</p> <p>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 8.35pm.</p>	

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Signed as a true record of the meeting above:

Chairman: _____

Date: _____