

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at the Pavilion, Back Lane, Newton Popleford at 7.00pm on Tuesday, 19th March, 2024

Members of Committee present: Cllrs. Walker (Chair), Carpenter, Dalton, Tillotson and Tribble
In attendance: Jacqui Baldwin, Clerk and RFO
 Cllr. Compton

An audio recording of this meeting was made by the Parish Council.

Chair outlined the Fire Regulations and evacuation procedure and opened the Public Forum. As there were no questions the Public Forum was immediately closed.

		Action:
FC23/76	To consider apologies for absence and approve if accepted Apologies received from Cllr. Lipczynski were accepted and unanimously approved.	
FC23/77	Declarations of interest from members / Dispensations afforded Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting held on 22 nd May 2023. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC23/78	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 19th February 2024: Chair proposed that the Minutes be approved as a true record of the business of the meeting. Seconded by Cllr. Tribble and resolved unanimously. To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda: <ul style="list-style-type: none"> a) Devon Investigations – signage has now been erected at Webbers Meadow, the Playing Field and Venn Ottery Village Green. b) Devon Air Ambulance Landing Site – Clerk has found a plan of route of the cable to the lighting column which has been shared with a local electrical contractor. 	
FC23/79	BUSINESS TO BE CONSIDERED:	
A	To review Council’s Fixed Asset Register for the year ending 31st March 2024: A draft had been circulated prior to the meeting detailing the assets purchased during the financial year. The value of Fixed Assets to be declared at the year-end totals £245,106. This was approved for submission to Full Council as part of the Annual Governance and Accountability Return for the financial year 2023-24.	
B	To consider amendments to Council’s Financial Regulations as recommended by the Policies & Personnel Committee: Chair proposed that the revised draft of Council’s Financial Regulations be accepted and submitted to Full Council for adoption at the March Council meeting. Seconded by Cllr. Tillotson and resolved unanimously. Clerk to note and action.	Clerk
C	To review the draft Annual Risk Assessment for 2024-25 and consider recommendations received from the Policies & Personnel Committee: Chair proposed that the revised draft of the Annual Risk Assessment be accepted and submitted to Full Council for approval at the March Council meeting. Seconded by Cllr. Tribble and resolved unanimously.	

		It was noted that this document will require a further update once a final decision has been made on the future of the Public WC. Clerk to note and action.	Clerk
FC23/80	A	To review and, if thought fit, approve payments for March 2024: Chair proposed that invoices in the sum of £4,018.55 be approved for payment. Seconded by Cllr. Carpenter and resolved unanimously. Clerk to submit list of payments to Full Council for ratification of this decision. Clerk was asked to investigate the possibility of suspending the electricity supply on Greenbank as a money saving measure. A discussion about provision of a village Christmas Tree to take place later in the year.	Clerk
	B	To receive financial reports to the end of February 2024: i) Cashbook Summary ii) Cashbook Analysis iii) Budget Monitor Reports received and noted.	
	C	Questions to RFO on the financial reports:	
		There were no questions from Councillors.	
FC23/81		Matters considered as urgent by presiding Chair for discussion only:	
		No matters raised.	
FC23/82		To agree date, time and venue of next meeting	
		Monday, 22 nd April at The Pavilion, Newton Poppleford. Clerk to note and publicise as necessary.	Clerk
FC23/83		It is proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Proposal not made as there were no matters to discuss in Committee session.	

With no further business to consider, the Chair declared the meeting closed at 7.25pm.

Approved as a true reflection of the business of the meeting

Signed Chair

Date