

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee held at 7.00pm on Monday, 12th December 2022 at The Pavilion, Back Lane, Newton Poppleford.

Present:

Cllrs. Walker (Chair), Burhop, Tillotson and Tribble (Q)

Jacqui Baldwin, Parish Clerk/RFO

There were no members of the public present

Prior to the start of the meeting Chair outlined Fire Regulations and evacuation procedure

		Action
FC22/58	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))	
	Apologies were received and accepted from Cllr. Carpenter	
FC22/59	Declarations of interest from members / Dispensations afforded	
	Cllr. Burhop declared a pecuniary interest in Agenda item 22/61B and stated his intention to abstain from the vote.	
FC22/60	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 21st November 2022 as previously circulated: Chair proposed that the Minutes be adopted as a true record of the meeting. Seconded by Cllr. Burhop and resolved unanimously. To consider any Matters Arising from those Minutes not dealt with separately on this agenda. There were no matters arising from those Minutes not dealt with separately on this agenda.	
FC22/61	BUSINESS TO BE CONSIDERED:	
	A To receive an update on matters pertaining to the new Multi-Use Games Area: Clerk confirmed that the S106 grant in the sum of £113,196 had now been received from EDDC allowing the contractors invoice to be paid. Cllr. Burhop stated that it had been recommended that Council should enter into a maintenance contract for twice-yearly servicing of the MUGA. Recommendations and contact details awaited from the contractors. In addition, it has been suggested that, for regular maintenance and removal of dirt and debris from the playing surface, Council should purchase a tractor and brush unit at a cost of approximately £5,000. Cllrs. felt that it would be preferable to have this work carried out by an outside contractor to avoid having to purchase, store, insure and maintain such a piece of equipment. Cllr. Tribble suggested that some matting should be installed at the entrance to the MUGA to prevent dirt being walked directly onto the surface. Cllr. Burhop proposed that he and the Clerk organise a meeting with the new EDDC Section 106 Officer to ascertain whether additional money is available to fund the purchase of floodlights. Clerk reported that no CIL funding has been received from EDDC since October 2021 and the S106 Officer is investigating	

	<p>whether there are any payments outstanding. In the meantime, the MUGA Project Manager has provided a list of recommended contractors who could be asked to quote for the installation of floodlights and an approach has also been received from a local electrical contractor.</p> <p>It was agreed that, in due course, Council will need to create and publish a Booking Policy for the MUGA.</p>	
	<p>B To review and authorise payments for December 2022 Chair proposed that payments in the sum of £149,377.06 be approved for payment. Seconded by Cllr. Tillotson and carried with one abstention. Clerk advised that various transfers from the Unity Trust Bank would have to be actioned to place adequate funds in the Lloyds account to enable all payments to be made. The VAT element of the MUGA invoice will be paid from the UTB Deposit Account and refunded in early January once the VAT reclaim has been received. Clerk to action necessary transfers in preparation for making all payments week commencing 19th December.</p>	Clerk
	<p>C To consider and review Financial Reports to end November 2022: Cllr. Burhop proposed that a review of the Council's reserve funds should take place at the next Finance Committee meeting. Unanimously agreed. Clerk to note and place on Agenda</p>	Clerk
	<p>D To consider the second draft of 2023-24 Parish Council Budget and Precept: Clerk advised that the Budget calculation had been updated to include 'Wig Wag' funding offered by Cllr. Bailey through her Locality Fund and the Precept calculation had been revised to reflect the increase in the Tax Base from 950 to 960. After discussion it was agreed that the sum of £15,000 budgeted to pay for a 20mph road safety scheme, if required, should be found through a redistribution of Council's Reserves and removed as a separate line item from the draft Budget. Cllr. Burhop proposed that the Finance Committee should put forward a balanced budget to Full Council for approval. It was therefore agreed to propose an increase in the Precept demand to £67,607. This would increase annual payments per household by 42.33% with a Band D property paying £70.42 per annum or 40 pence per week more than in the current financial year. Clerk to update Budget and Precept calculations to reflect the discussion above and bring this recommendation to Full Council on 19th December for approval.</p>	Clerk
FC22/62	<p>Matters considered as urgent by presiding Chair for discussion only: None raised</p>	
FC22/63	<p>To agree date, time and venue of next meeting: Tuesday 17th January 2023 at 7pm in the Pavilion.</p>	
FC22/64	<p>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: Not required as no public present.</p>	
	<p>A To receive an update on matters pertaining to the Surgery Building</p>	

	<p>Cllr. Burhop gave a report on a virtual meeting held with Council’s legal advisor at which several possible courses of action were considered. Minutes of that meeting will be circulated to all Councillors in preparation for the December Council Meeting. Cllr. Burhop advised that he was pursuing option 2(c) as set out in those Minutes. The potential tenant had been advised of the current situation.</p>	
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With no further business to consider, the Chair declared the meeting closed at 8.00pm