

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Tuesday, 16<sup>th</sup> May 2023 at the Pavilion, Back Lane, Newton Poppleford at 8.15pm.

**Present:** Cllrs. Walker (Chair), Carpenter, Dalton, Tillotson and Tribble  
Jacqui Baldwin, Clerk and RFO

There were no members of the public present and, therefore, no Public Forum took place. Chair outlined Fire Regulations and evacuation procedure.

		Action:
FC23/01	<b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b> None received.	
FC23/02	<b>Declarations of interest from members / Dispensations afforded</b> (this does not preclude the duty to declare further interests during the meeting as applicable)  Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC23/03	<b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 18<sup>th</sup> April 2023:</b> <b>Chair proposed that the Minutes of the meeting held on 18<sup>th</sup> April be approved as a true representation of the business of that meeting. Seconded by Cllr. Tillotson and unanimously resolved.</b> To consider Matters Arising from those Minutes: Cllr. Tillotson confirmed that the skip had been delivered to the Allotments and all rubbish had now been removed. In order to deal with the nails etc left over from the bonfires and rubbish collection, Cllr. Tillotson requested that Council purchase a magnet roller at a cost of approximately £70. The Clerk was authorised to make this purchase. <b>Clerk to action.</b>	Clerk
FC23/04	<b>BUSINESS TO BE CONSIDERED:</b>	
A	<b>To consider quotations received for repairs to playground equipment:</b> Members discussed the quotations which had been circulated prior to the meeting. <b>Chair proposed that contractor A be appointed to carry out the repairs and to proceed with option B – to replace all four timber posts on the climber nest. Seconded by Cllr. Tribble and unanimously resolved.</b> <b>Clerk to prepare the appropriate Purchase Order and communicate with contractor A accordingly.</b>	Clerk
B	<b>To receive a financial report on the Coronation Celebration event.</b>	

	<p>Members noted the contents of the financial outcome of this event which had been circulated prior to the meeting. The total cost of holding the event was £2,900 of which £1,650 was covered by the Lottery grant. A £500 donation received from Woodleys will be held in a 'floodlights' fund. <b>Cllr. Tribble proposed that the income received from stalls amounting to £240.50 be transferred to the NPPFF. Seconded by Cllr. Carpenter and carried unanimously.</b></p> <p><b>Clerk to note and arrange to transfer the funds accordingly.</b></p>	Clerk
	<p><b>C To note arrangements for the renewal of Council's insurance policy due on 9<sup>th</sup> June:</b></p> <p>Clerk confirmed that a pre-renewal meeting had taken place with Council's insurance brokers and details of Council's assets updated to include the Multi-Use Games Area, additional picnic tables and benches, the Venn Ottery footbridge and the MUGA power sweeper. A quotation is awaited. Clerk advised that Council's brokers can arrange for a rebuild valuation to be carried out on the Surgery Building and the Pavilion at a cost of £160 (inc VAT) per asset. <b>Chair proposed that insurance brokers be instructed to arrange for these valuations to take place. Seconded by Cllr. Carpenter and unanimously resolved.</b></p> <p><b>Clerk to note and instruct brokers accordingly.</b></p>	Clerk
	<p><b>D To review the Council's Financial Regulations and Delegation Policy for approval at the Annual Meeting of Council on 22<sup>nd</sup> May:</b></p> <p>Clerk noted that the Financial Regulations include reference to a 3-year financial forecast. As Council does not currently prepare such a forecast consideration should be given to removing reference to it or committing to its future preparation. <b>After discussion, Chair proposed that clauses 3.1, 3.2 and 3.3 of the Financial Regulations be removed and the Finance Committee's recommendation be placed before the Annual Meeting of Council on Monday, 22<sup>nd</sup> May. Seconded by Cllr. Tribble and resolved unanimously.</b></p> <p><b>Clerk to note and action.</b></p>	Clerk
	<p><b>E To receive an update on the progress of the End of Year Audit and Governance Return:</b></p> <p>Clerk reported that the internal audit is currently underway and documents will be prepared for approval by members at the Annual Meeting of Council.</p>	
FC23/05	<p><b>A To review and, if thought fit, approve payments for May 2023:</b></p> <p>Cllr. Dalton requested that an additional payment of £20 be made to Exeter Bouncy Castles as a set-up fee, as agreed with the contractor. It was noted that the contractor did not charge for equipment that Council had hired for the Coronation event which could not be used due to the weather conditions.</p> <p><b>Clerk to note and action</b></p> <p><b>Chair proposed that invoices in the sum of £8,700.15 be approved for payment. Seconded by Cllr. Dalton and unanimously resolved.</b></p> <p><b>Clerk to note and action accordingly.</b></p>	Clerk  Clerk
	<p><b>B To receive financial reports to the end of April 2023:</b></p> <p>Contents noted.</p>	
	<p><b>C Questions to RFO on the financial reports:</b></p> <p>None received.</p>	
	<p><b>D To review the membership of the Finance Committee post-election:</b></p>	

	Noted that there is a vacancy on the Finance Committee following Cllr. Burhop's departure. It was agreed that this matter should be re-visited once the new Council is in place.	
<b>FC23/06</b>	<p><b>Matters considered as urgent by presiding Chair for discussion only:</b></p> <p>Chair advised that a quotation had been received for the assembly and installation of the new footbridge on Venn Ottery Village Green in the sum of just under £1,995. There is currently £2,060 in the reserve fund which was agreed by Council to cover the costs of the purchase and installation of the bridge. The contractor who prepared the base for the bridge will be paid from this sum which will leave approximately £1,000 remaining. It was felt that this matter should be discussed by all members at the forthcoming Annual Meeting of Council with the Finance Committee recommending that two further quotations be obtained and that VOSRA be asked to consider fundraising to cover any shortfall in funds.</p> <p><b>Clerk to place this matter on the Agenda for the Annual Meeting of Council</b></p>	<b>Clerk</b>
<b>FC23/07</b>	<p><b>To agree date, time and venue of next meeting</b></p> <p>Tuesday 20<sup>th</sup> June 2023 at the Pavilion commencing at 8.00pm (immediately following the NPPFF Trustee Board Meeting). Cllr. Tribble asked that her apologies be recorded as she will be away.</p> <p><b>Clerk to note.</b></p>	<b>Clerk</b>
<b>FC23/08</b>	<p><b>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.</b></p> <p>Proposal not made as there were no matters to discuss in committee session.</p>	

With no further business to consider the Chair declared the meeting closed at 9.15pm.