

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at The Pavilion, Back Lane, Newton Poppleford commencing at 8.50pm on Tuesday, 18th April 2023

Present: Cllrs. Walker (Chair), Burhop (VC), Carpenter, Tillotson and Tribble
Jacqui Baldwin, RFO and Clerk to the Parish Council

Prior to commencement of the meeting Chair outlined the Fire Regulations and evacuation procedure. As there were no members of the public present a Public Forum did not take place.

		Action:
FC22/88	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apology for absence from Cllr. Dalton accepted and approved.	
FC22/89	Declarations of interest from members / Dispensations afforded (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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC22/90	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 20th March 2023: Chair proposed that the Minutes, which had been circulated prior to the meeting, be approved as a true reflection of the business of that meeting. Seconded by Cllr. Tillotson and resolved unanimously. To consider Matters Arising from those Minutes: Cllr. Tribble confirmed that she is now in possession of an authentication card giving access to the Lloyds account on-line. Clerk confirmed that an application for delegate access had been submitted on behalf of Cllr. Dalton. An additional application for change of postal address had been actioned and all Lloyds Bank communications will now be received at The Pavilion.	
FC22/91	BUSINESS TO BE CONSIDERED:	
A	To consider and, if thought fit, approve payment for the hire of a skip for the Allotment Gardens. Chair proposed that a skip should be hired to dispose of the accumulated rubbish at the Allotment Garden. Seconded by Cllr. Tribble and resolved unanimously. Clerk to note and arrange delivery of the skip week commencing 24th April.	Clerk
B	To receive an update on plans for the Coronation Celebration event in May 2023 a) Lottery Grant Clerk confirmed that a Lottery Grant of £1650 had now been received and was being used to purchase prizes, commemorative gifts and decorations	

		<p>for the event. Cllr. Tillotson confirmed that this funding would enable Council to offer some of the attractions free of charge. It was agreed that the £100 of Lottery funding allocated to publicity could be used to create a collage of 'volunteer' photographs for display on the day.</p> <p>Clerk to note and action</p> <p>b) Temporary Event Licence Clerk confirmed that an application had been made.</p> <p>c) Public Spaces Protection Order Clerk confirmed that EDDC had agreed to suspend the PSPO on the playing field for one day to allow the dog show to take place.</p> <p>It was noted that the Event Risk Assessment had highlighted the requirement for qualified First Aiders to be on site during the event.</p> <p>Cllr Tribble and Clerk to put out a call for volunteers on the website and Facebook.</p>	<p>Clerk</p> <p>SPT/Clerk</p>
FC22/92	A	<p>To consider and review Financial Year 2022/23 reports: Contents noted. It was agreed that the surplus of £1,469.73 should be transferred to General Reserves.</p> <p>Chair requested information regarding the loan arrangement with the Public Works Loan Board. Cllr. Burhop advised that this loan was taken out some years ago to enable Council to purchase Webbers Meadow. Unfortunately, the nature of the loan agreement does not allow for early repayment.</p> <p>Clerk to obtain a copy of the original loan agreement for information.</p>	Clerk
	B	<p>To review and, if thought fit, approve payments for April 2023 Chair proposed that invoices in the sum of £6,879.50 be approved for payment. Seconded by Cllr. Tillotson and unanimously approved. Clerk to note and action appropriately.</p>	Clerk
	C	<p>To action requirements of the Annual Governance and Accountability Return (AGAR):</p> <p>i) To carry out a review of the Fixed Asset Register A draft document had been circulated prior to meeting showing the addition of picnic benches, MUGA and power sweeper to the Asset Register. Chair proposed that this document be approved as an accurate reflection of Council's assets at 31st March 2023. Seconded by Cllr. Carpenter and resolved unanimously. Clerk to add to next Full Council meeting for ratification.</p> <p>ii) To carry out a review of Internal Financial Controls A draft document had been circulated prior to the meeting with minor changes made to reflect the new financial year. Chair proposed that this document be approved as drafted. Seconded by Cllr. Tribble and resolved unanimously. Clerk to add to next Full Council meeting agenda for ratification.</p>	<p>Clerk</p> <p>Clerk</p>
	D	<p>To review Reserve Funds for the 2023/24 Financial Year After review of the End of Year figures provided by the RFO, it was proposed by the Chair and seconded by Cllr. Tillotson that the following virements be actioned:</p> <p>£700 to replenish the Amenity Repairs fund £500 to the Allotment reserve to fund the hire of a skip £2,500 to replenish the Play Equipment sinking fund £300 to build up the IT reserve £235 to add to the Defibrillator fund</p>	

	<p>The Community Events Fund to be reduced to £3,000 The Coronation Fund to be set at £3,500 inclusive of the Lottery Fund grant sum.</p> <p>The proposal was unanimously resolved.</p> <p>Clerk to vire within the accounts as directed above and amend Cashbook Summary to reflect the same. Revised list of Reserve Funds to be circulated to all Councillors for approval at the April Council Meeting.</p>	Clerk
	E Questions to RFO on the financial reports	
	None raised.	
FC22/93	<p>Matters considered as urgent by presiding Chair for discussion only:</p> <p>Chair raised the issue of the flower bed on Greenbank and the difficulty in maintaining the same. It was agreed to contact the residents of Greenbank to see if any of them wished to maintain the bed before making any decisions on this matter.</p>	
FC22/94	<p>To agree date, time and venue of next meeting</p> <p>Tuesday, 16th May at the Pavilion immediately following the NPPFF Trustee Board meeting.</p>	
FC22/95	<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.</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 9.45pm.