

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting scheduled to commence at 7.00pm on Monday, 20th June 2022 at the Pavilion, Back Lane, Newton Poppleford

Action

	<p>Present: Cllrs. Walker (Chair), Burhop (VC), Tillotson and Tribble (Q) Jacqui Baldwin, Parish Clerk There were no members of the public present Meeting commenced at 7.00pm Chair outlined Fire Regulations and evacuation procedure</p>	
FC22/20	<p>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies received and accepted from Cllr. Dalton.</p>	
FC21/21	<p>Declarations of interest from members / Dispensations afforded (this does not preclude the duty to declare further interests during the meeting as applicable)</p> <p>All members present are, by definition, members of the NPPFF Trustee Board.</p> <p>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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p>	
FC22/22	<p>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 16th May 2022 as previously circulated Chair proposed that the Minutes be adopted as a true record of the meeting. Seconded by Cllr. Tillotson. Resolved unanimously. Matters arising: Clerk confirmed that a Purchase Order had been raised for the repairs to play equipment.</p>	
FC22/23	<p>BUSINESS TO BE CONSIDERED:</p>	
A	<p>To review Jubilee events:</p> <p>i) Income and Expenditure to date Clerk had circulated an interim Income and Expenditure report indicating a small surplus remaining in the Jubilee Event reserve. However, it was noted that there would be additional costs to pay from this reserve including the insurance fee, printing costs, prizes and the cost of removing the bunting from the High Street. Additional income from the sale of mugs is also anticipated. Taking this additional expenditure into account there will be an overspend of approximately £880. It was agreed that any overspend should be funded from the Community Events reserve.</p> <p>ii) Cleaning Charges It was noted that any request for payment for cleaning the Pavilion over the Jubilee weekend should be made formally to NPHPC as the hirer.</p>	

	<p>Cllr. Tribble to write to the Parish Council. Clerk to add to the June NPHPC ORD Meeting Agenda.</p>	SPT Clerk
B	<p>To consider quotations for a new mower for the Allotments: Councillors reviewed the costs of a number of comparable machines suitable for the Allotments. Chair proposed that, with a longer guarantee and bigger engine, the Mountfield SP53H should be purchased out of Allotment Reserves at a cost of £291.66 plus VAT. Seconded by Cllr. Tribble and resolved by majority. Cllr. Tillotson abstained due to her position as Allotment Manager. Clerk to arrange purchase from Screwfix, Cllr. Tribble offered to collect.</p>	Clerk
C	<p>To receive an update on the replacement of the VOVG footbridge: Cllr. Burhop confirmed that an order for the new footbridge had been placed with DCC at a cost of £2,750 which will be paid for from the VOVG fund. Cllr. Hughes will collect from the Crediton depot and volunteers will assemble the bridge on site. Cllr. Hughes has agreed to organise a contractor to carry out the installation.</p>	
D	<p>To receive an update on the progress of the Annual Governance and Accountability Return: Clerk confirmed that the Annual Return had now been submitted to the External Auditor. The appropriate notice had been published on both parish websites confirming the period of the exercise of public rights which will end on 22nd July.</p>	
E	<p>To consider the cost of purchasing new picnic benches/bench seats for Webbers Meadow: Clerk advised that the cost of purchasing 2 x picnic benches and 1 x bench seat for Webbers Meadow as agreed at the Annual Meeting (minute ref: AM22/27) would be £998 plus shipping costs of £100. In addition, the Community Café wished to purchase a bench seat to be sited on the playing field and Cllr. Dalton wished to purchase and donate a new bench seat to replace the broken seat at the top of Meadow Drive. To avoid additional shipping costs it was agreed that it would be sensible to purchase all items together from one supplier and the costs of shipping to be divided proportionately. Clerk to contact supplier, Marmax Products, to ascertain whether a discount could be offered for the purchase of multiple items. Cllr. Dalton's request to purchase a memorial bench to be submitted to Full Council at the June meeting. Clerk noted that the bench sited in Burrow was in a very poor state of repair but appeared to belong to EDDC. It was suggested that the bench was originally placed in this location as it was next to a public telephone box which had now been removed. The requirement for a bench in this location is therefore questionable. Clerk to contact EDDC to find out what options there are for replacement or removal and replacement with a planter/flowers.</p>	Clerk Clerk Clerk
FC22/24	<p>To review and note payments for June 2022 Invoices in the sum of £13,282.52 were submitted for review. It was noted that available working funds will be insufficient to cover these payments.</p>	

	<p>Chair proposed that these payments be approved and that Full Council be asked to carry out a review of Reserves at their June meeting. Cllr. Tillotson seconded the proposal, resolved by majority. Cllr. Tribble abstained from the vote as one of the payees.</p> <p>Clerk to make payments on the due dates and add the review of reserves to the June ORD meeting agenda.</p>	Clerk
FC22/25	<p>Matters considered as urgent by presiding Chair for discussion only</p> <p>None raised</p>	
FC22/26	<p>To agree date, time and venue of next meeting</p> <p>Chair reported that the Clerk had been asked whether the Finance Committee would resume holding meetings at Harpford Hall. As Harpford Hall does not have wi-fi facilities this will not be possible. Therefore, the next meeting will take place at 7.00pm on 18th July 2022 at the Pavilion, Back Lane, Newton Poppleford.</p> <p>Clerk: to note and publicise accordingly</p>	Clerk
	<p>With no further business to consider the Chair declared the meeting closed at 8.10pm.</p>	

Signed as a true record of the meeting above

----- Chair

----- Date