

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at The Pavilion, Back Lane, Newton Popleford on Tuesday, 20th June 2023 commencing at 8.25pm

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

As there were no members of the public present a Public Forum did not take place.

		Action
FC23/08	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))	
	Apologies received in advance from Cllr. Tribble were acknowledged and accepted.	
FC23/09	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 This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC23/10	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 16th May 2023: Chair proposed that the Minutes be approved, seconded by Cllr. Dalton and resolved unanimously. There were no Matters Arising from those Minutes not dealt with elsewhere on this Agenda.	
FC23/11	BUSINESS TO BE CONSIDERED:	
	A Council's Insurance:	
	i) Confirmation of insurance renewal and premium for 2023-24 Chair proposed that the recommendations of the Insurance Renewal Review be accepted and Council's all-risks insurance policy renewed at a premium of £3,990.77 for the year. Seconded by Cllr. Tillotson and resolved unanimously.	
	ii) To receive Re-build Cost Assessment Reports on the Pavilion and the Surgery building and review sums insured. It was noted that the RCA report relating to the Pavilion highlighted that the building was considerably under-insured. Clerk advised that if the sum insured was increased this may affect the annual insurance premium. Chair proposed that the insurance brokers be instructed to increase the Pavilion sum insured to £876,618 inclusive of VAT. Seconded by Cllr. Carpenter and resolved unanimously. Clerk to note the above and liaise with Council's insurance brokers accordingly.	
	iii) To receive an update on Council's insurance claims	Clerk

	<p>Clerk advised that quotations for repairs to the MUGA had now been received from two contractors. The Loss Adjuster had requested one contractor to provide a revised quotation to replace the existing shock pad with the same quality product. A revised quote is awaited. In the meantime, the Loss Adjuster had recommended that the MUGA be made secure to prevent accidents to members of the public. This work had been carried out and would be paid for by insurance.</p> <p>Unfortunately, the Loss Adjuster had confirmed that damage to fencing caused by flooding is not covered by Council's insurance. Clerk had subsequently made enquiries of East Devon District Council who have advised that Council could utilise available CIL funds for "the provision, improvement, replacement, operation or maintenance of infrastructure". There is currently £8,700 in the CIL fund. It was agreed that the Clerk should obtain quotations for the work before placing this matter before Full Council.</p> <p>Clerk to note and action.</p>	Clerk
B	<p>To receive an update on the installation and associated costs of 'Wig Wag' signage:</p> <p>Councillors noted the contents of email correspondence between the DCC Highway Neighbourhood Team and Cllr. Jessica Bailey in which Cllr. Bailey confirmed that funding of £2,300 would be provided from her Locality Budget to enable the Wig Wags and additional signage to be purchased at a total cost of £3150.30. This will leave Council to fund the remaining £850.30. Clerk confirmed that Council had budgeted £1,000 for this purpose. Chair therefore proposed that Council proceed with the purchase of the Wig Wag signage. Seconded by Cllr. Carpenter and resolved unanimously.</p> <p>Clerk to communicate this decision to Devon County Council and thank Cllr. Bailey for her support.</p>	Clerk
C	<p>To receive an update on the progress of the End of Year Audit and Governance Return.</p> <p>Clerk confirmed that the end of year accounts had now been submitted to the External Auditors and all relevant documents had been uploaded to the Council's website as required by law.</p>	
D	<p>To consider and, if thought fit, approve expenditure on new Councillor training.</p> <p>Clerk advised that provisional four places had been reserved on the DALC 'Being a Good Councillor' course for new Councillors at a cost of £90 per person. Clerk noted that Council had a training budget of £500 for this purpose. Chair therefore proposed that Council approve this expenditure. Seconded by Cllr. Tillotson and resolved unanimously.</p> <p>Clerk to note and confirm bookings.</p> <p>Both Cllrs. Dalton and Tillotson noted that they had never been given the opportunity to attend this, or any other, course.</p> <p>Clerk to investigate and advise on any forthcoming courses – both on-line and in person.</p>	Clerk Clerk
E	<p>To receive an update on the installation of Venn Ottery Village Green footbridge.</p>	

		<p>Clerk advised that additional quotations for the installation of the bridge are awaited as is a report on the suitability of the existing plinths. In the meantime, a communication has been received from the owners of a property adjoining Venn Ottery Village Green suggesting that, after two years, they may stop allowing members of the public to cross their land to access the Green and/or the Churchyard. Councillors understood their frustration but felt that the inconvenience that would be caused by them taking this action would be quite limited.</p> <p>Clerk to respond to this communication with an update but to advise that there is currently no completion date in sight.</p>	Clerk
FC23/12	A	<p>To review and, if thought fit, approve payments for June 2023 Councillors reviewed the list of invoices received for the month of June. Chair proposed that, with one exception, invoices should be approved for payment. The remaining invoice to be held in abeyance pending enquiries. Secoded by Cllr. Dalton and resolved unanimously. Clerk to note and make payments totalling £5940.87 on the due dates</p>	Clerk
	B	<p>To receive financial reports to the end of May 2023. Contents of the Cashbook Summary to the end of May noted.</p>	
	C	<p>Questions to RFO on the financial reports. None received but the RFO did advise that an external cleaning company had been contracted to cover the holiday periods of the WC cleaner.</p>	
	D	<p>To review the Terms of Reference and membership of the Finance Committee post-election. Councillors agreed that no revisions to this document were required.</p>	
FC23/13		<p>Matters considered as urgent by presiding Chair for discussion only: None raised</p>	
FC23/14		<p>To agree date, time and venue of next meeting: Thursday 20th July at 7.00pm in the Pavilion, Back Lane, Newton Poppleford.</p>	
FC23/15		<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. Proposition not made as there were no matters to be discussed in committee.</p>	

With no further business to consider the Chair declared the meeting closed at 9.25pm