

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## Minutes of a meeting of the Finance Committee held on Thursday, 20<sup>th</sup> July, 2023 at The Pavilion, Back Lane, Newton Poppleford commencing at 7.00pm

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

Prior to the 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.

<b>FC23/15</b>	<b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b>	<b>Action:</b>
	There were no apologies for absence received.	
<b>FC23/16</b>	<b>Declarations of interest from members / Dispensations afforded</b>	
	Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting held on 22 <sup>nd</sup> 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 This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
<b>FC23/17</b>	<b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 20<sup>th</sup> June 2023:</b> <b>Chair proposed that these Minutes be approved as a true reflection of the meeting that took place on 20<sup>th</sup> June. Seconded by Cllr. Tillotson and unanimously approved.</b> <b>To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda:</b> None not dealt with elsewhere on this agenda.	
<b>FC23/18</b>	<b>BUSINESS TO BE CONSIDERED:</b>	
A	<b>Council's Insurance:</b> i) <b>Confirmation of revised insurance premium for 2023-24:</b> Clerk confirmed that, as a result of the revaluation of the Pavilion, Council's insurance premium had increased by £387.38 plus insurance premium tax. This increase would not impact on Council as it would be included in the premium payable by the NPPFF. ii) <b>To receive an update on Council's insurance claim for repairs to the MUGA:</b> Cllr. Tribble confirmed that the Loss Adjuster had instructed Council to accept a quotation for repairs to the MUGA in the sum of £33,026 and a contract had now been received from the Contractor for signature. The Contractor plans to commence work on 4 <sup>th</sup> September. Clerk confirmed that this information had been posted on Facebook and on the Council website.	

		<p><b>Cllr. Tribble to forward a copy of the contract to the Chair for review.</b></p> <p><b>Clerk was requested to investigate making a claim for potential loss of earnings.</b></p>	<p><b>SPT</b></p> <p><b>Clerk</b></p>
B	<p><b>To receive an update on the installation of ‘Wig Wag’ signage.</b></p> <p>Clerk reported that Cllr. Bailey had advised that the wig wag signage should be installed prior to the commencement of the new school year.</p>		
C	<p><b>To consider offers of donations from the Community Café relating to repairs to the War Memorial and Playing Field Fencing:</b></p> <p>Copies of letters received from the Community Café had been circulated in advance of the meeting. Prior to the commencement of the meeting, the Clerk had received two further letters from the Community Café – the first withdrawing the previous offer of a donation towards fencing repairs and the second offering to donate £1,500 towards the cost of installing the Venn Ottery footbridge.</p> <p><b>Cllr. Carpenter proposed that a donation in the sum of £184.50 to pay for the cost of repairs to the War Memorial and a donation in the sum of £1,500 towards the cost of the installation of the Venn Ottery footbridge be accepted. Seconded by Cllr. Dalton and approved with 3 votes in favour. Cllrs. Tillotson and Tribble abstained from this vote due to their involvement with the Community Café.</b></p> <p>Cllr. Carpenter expressed thanks to the Community Café for their generous and extremely helpful support.</p> <p><b>Clerk to write to the Community Café accepting these donations.</b></p>		<b>Clerk</b>
D	<p><b>To consider and, if thought fit, approve a quotation to repair the village War Memorial:</b></p> <p><b>Chair proposed that a quotation in the sum of £184.50 plus VAT be accepted. Seconded by Cllr. Tillotson and resolved unanimously.</b></p> <p>Cllr. Tribble advised that the work would be carried out within 6 weeks.</p>		
E	<p><b>To discuss matters pertaining to the repairs to the Playing Field fencing:</b></p> <p>Cllr. Tribble reported that a Facebook post had prompted a response from a local fencing contractor. Cllr. Tribble and the Clerk subsequently met the contractor on site and a quotation is awaited. It is anticipated that this will be received in time for discussion at the forthcoming Full Council meeting. Chair stated that she was disappointed to see that, in the quotations received to date, contractors did not propose to re-use existing fencing posts many of which are in perfectly good condition.</p>		
F	<p><b>To receive an update on the installation of Venn Ottery Village Green footbridge:</b></p> <p>Three quotations had been received for review. Cllr. Tribble reported that she had spoken to Contractor A whose original quotation had now expired. The contractor stated that, as steps up to the bridge would have to be constructed, he would have to revise his quotation. Contractor A suggested that, if he was to re-quote, it would be in the region of £3,000 to £3,500. Two further quotations had been received – Quotation B for £3,275 and C for £3,250. After discussing the relative merits of these quotations <b>Cllr. Tribble proposed that Quotation C be accepted. Seconded by the Chair and resolved unanimously.</b></p>		

		<p><b>Clerk to place on the Agenda for ratification at the July Council Meeting and then advise the contractor accordingly.</b></p> <p>Cllr. Tribble advised that Cllr. Hughes was attempting to obtain donations towards the cost of the footbridge installation from businesses based in Venn Ottery and from the local residents' association.</p> <p>It was agreed that the donation from the Community Café and any further donations received would be duly acknowledged in the PCC magazine and, potentially, on the bridge itself.</p>	Clerk
	G	<p><b>To consider a request from the Footpath Warden to purchase new equipment:</b></p> <p>Clerk confirmed that there is currently £1,545 in the P3 Reserve with an additional £450 grant due from Devon County Council for the current year. The Footpath Warden has stated a requirement for a new brushcutter which will cost in the region of £500. <b>Chair proposed that the Footpath Warden be instructed to proceed with the purchase of the necessary equipment. Seconded by Cllr. Tribble and resolved unanimously.</b></p> <p><b>Clerk to liaise with the Footpath Warden accordingly.</b></p>	Clerk
FC23/19	A	<p><b>To review and, if thought fit, approve payments for July 2023:</b></p> <p><b>Chair proposed that invoices in the sum of £9,173.46 be approved for payment. Seconded by Cllr. Dalton and resolved unanimously.</b></p> <p><b>Clerk to note and action payments on the due dates.</b></p>	Clerk
	B	<p><b>To receive financial reports to the end of June 2023:</b></p> <p>Contents noted. Cllr. Tribble stated that it was her intention to call a meeting and make progress on the project to refurbish the Public WC during the August 'recess'.</p>	
	C	<p><b>Questions to RFO on the financial reports:</b></p> <p>None raised.</p>	
FC23/20		<p><b>Matters considered as urgent by presiding Chair for discussion only:</b></p> <p>Chair advised that she would be on holiday from 23<sup>rd</sup> August for 10 days.</p> <p><b>Clerk to note and ensure that Cllr. Dalton has access to on-line banking.</b></p>	Clerk
FC23/21		<p><b>To agree date, time and venue of next meeting:</b></p> <p>7.00pm on Monday, 18<sup>th</sup> September 2023 at The Pavilion.</p> <p><b>Clerk to note and publicise accordingly.</b></p>	Clerk
FC23/22		<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 be so considered.</p>	

With no further business to consider, the Chair declared the meeting closed at 8.20pm