

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting held on Tuesday, 20th September 2022 at the Pavilion, Back Lane, Newton Poppleford

Present: Cllrs. Walker (Chair), Burhop (VC) and Dalton
Jacqui Baldwin, Parish Clerk
There were no members of the public present
Meeting commenced at 8.45pm
Chair outlined Fire Regulations and evacuation procedure

		Action
FC22/35	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies received from Cllr. Tillotson and Cllr. Tribble. Cllr. Walker proposed that these apologies be approved, seconded by Cllr. Dalton and unanimously approved.	
FC22/36	Declarations of interest from members / Dispensations afforded (this does not preclude the duty to declare further interests during the meeting as applicable) Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.	
FC22/37	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 18th July as previously circulated Cllr. Burhop proposed that the Minutes be adopted as a true record of the meeting. Seconded by Cllr. Dalton and resolved unanimously. To consider Matters Arising from those Minutes: None not dealt with elsewhere on the Agenda.	
FC22/38	BUSINESS TO BE CONSIDERED:	
A	To receive an update on the MUGA project and approve the execution of the Grant Funding Agreement: Cllr. Burhop proposed that the Grant Funding Agreement between EDDC and the Council relating to this project be executed. Clerk confirmed that the document should be signed by two Councillors and witnessed by her as required under Standing Order 23(a). Document was duly executed by Cllrs. Burhop and Walker. Clerk to return signed document to EDDC for countersigning (EDDC subsequently advised that an incorrect version of the document had been submitted for execution and a new version was provided)	Clerk
B	To receive an update on the repair of St. Luke's cemetery wall	

	<p>Cllr. Burhop reported on a meeting with the owner of the private road adjoining the cemetery to obtain permission for contractors to access the cemetery wall to carry out the repairs. Permission was granted but the owner had asked the Council to consider extending the retaining wall on the boundary of his property to prevent his garden slipping down into the cemetery.</p> <p>Clerk to note and add to October ORD meeting Agenda for discussion. In the meantime, Title Deeds to be obtained from the Land Registry.</p>	Clerk
C	<p>To note receipt of the External Auditors Unqualified Assurance for Audit Year 2021-22</p> <p>Clerk advised that the Annual Governance and Accountability Return (AGAR) process for 2021-22 was now complete. The External Auditor's Certificate of Unqualified Assurance had been uploaded to the website as required by legislation and members of the public can now purchase copies of the Annual Governance and Accountability Return on payment of the sum of £5.00.</p>	
D	<p>To consider arrangements for the Annual Firework event in November 2022</p> <p>i) Entrance Fees – to remain at 2021 prices: £7.50 per adult, £2.50 per child</p> <p>ii) Cllr Burhop proposed that, as owners of the event, Council should offer the following concessions: PTA - Hot Food £150, PTA - Tuck Shop £25, Harpford Hall - Hot Drinks £40, NPPFF - Bar £100. Cllr. Dalton suggested that it would be fairer if concession holders paid a percentage of their profit rather than a flat rate fee. Chair stated that it was too late to make such a change so near to the event but that the format of concession payments should be discussed in advance of the 2023 event.</p> <p>iii) PTA have offered to provide 10 volunteer stewards</p> <p>iv) Cllr. Burhop has requested a meeting with Wales & West Utilities regarding their proposed closure of Back Lane and Footpath 3 for gas main renewal which may impact access to the event.</p> <p>Cllr. Burhop to contact the fire act who performed at the 2021 event about providing additional entertainment on the night. It was felt that, if this took place close to the Pavilion, attendees would be attracted to the bar.</p>	CB
FC22/39	<p>To review and note payments for August and September 2022</p> <p>Cllr. Burhop proposed that payments in the sum of £5744.60 be approved for payment. Seconded by Cllr. Dalton and unanimously resolved.</p> <p>Clerk to note and action payments on the due date</p>	Clerk
FC22/40	<p>Matters considered as urgent by presiding Chair for discussion only</p> <p>None raised</p>	
FC22/41	<p>To agree date, time and venue of next meeting</p> <p>7.00pm on 17th October 2022 at The Pavilion</p> <p>Clerk to note and publicise accordingly.</p>	Clerk

FC22/42	<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>This proposition was not made as there was no confidential business to discuss.</p>	
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With no further business to consider, the Chair declared the meeting closed at 9.20pm.

Signed as a true record of the meeting above

----- **Chair**

----- **Date**

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