**NEWTON POPPLEFORD AND HARPFORD   
PARISH COUNCIL**

**Minutes of the Parish Council Finance Committee held at 7.00pm on Monday, 21st November 2022 at The Pavilion, Back Lane, Newton Poppleford.**

**Present:**

**Cllrs. Walker (Chair), Burhop, Carpenter, Dalton, Tillotson and Tribble (Q)**

**Jacqui Baldwin, Parish Clerk**

**There were no members of the public present**

**Prior to the start of the meeting Chair outlined Fire Regulations and evacuation procedure**

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| FC22/50 |  | **To consider apologies for absence and approve if accepted** (LGA 1972 S.85(1))  None received |  |
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| FC22/51 |  | **Declarations of interest from members / Dispensations afforded** |  |
|  |  | (this does not preclude the duty to declare further interests during the meeting as applicable)  Cllr. Burhop declared a pecuniary interest in Agenda item FC22/54A |  |
| FC22/52 |  | **To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 17th October 2022 as previously circulated**  **Cllr. Dalton proposed that the Minutes be adopted as a true record of the meeting. Seconded by Cllr. Carpenter and resolved unanimously.**  There were no Matters Arising from those Minutes not dealt with separately on this agenda. |  |
| FC22/53 |  | **BUSINESS TO BE CONSIDERED:** |  |
|  | A | **To review Annual Firework Event held on 4th November 2022:**   1. **Financial Assessment**   Councillors noted the financial report on this event showing a deficit of £827. It was agreed that, in view of the reduced ticket sales, this was a reasonable outcome. The deficit to be deducted from Event reserves.  **Clerk to note and action**  Chair offered a vote of thanks to Cllr. Burhop for his efforts in organising this event.   1. **Future Event planning considerations**   Feedback received had been very positive and it was agreed to hold another Fireworks event in 2023. Cllr. Burhop asked whether Councillors wished to consider increasing the ticket price next year. Councillors felt that this was an important community event in which all generations could participate, it creates goodwill in the parish and is very much appreciated. Efforts should be made to increase ticket sales rather than increase prices which may deter attendance.  It was agreed that, in view of Council’s financial situation, every effort should be made to ensure that future parish events do not run at a deficit. Celebration of the King’s Coronation in May 2023 to be placed on the agenda for discussion by Council in November.  **Clerk to note and action** | **Clerk**  **Clerk** |
|  | B | **To consider request for grant assistance – NP Senior Citizens Christmas Afternoon Tea**  This request for grant assistance was withdrawn by Cllr. Dalton. |  |
|  | C | **To receive an update on matters pertaining to the Public WC.**  It was noted that the new cleaning contractor will commence on 1st December. |  |
|  | D | **To consider matters pertaining to the new Multi-Use Games Area:**   1. **Completion timetable and payment arrangements**   Clerk advised that the project is scheduled to complete week ending 28th November.   1. **Licence Agreement between NPPFF and NPHPC**   Cllrs. considered whether Council should pay a Licence Fee for use of the NPPFF land on which the MUGA in installed. It was agreed that, as the MUGA will be a public amenity open to all, this was unnecessary.   1. **Hire charges**   Cllr. Tribble noted that enquiries are already being received from potential hirers and it would be helpful to know when the facility will open and what the hire charges should be.  **Cllr. Burhop proposed that the off-peak hire charge should be £10 per hour with a peak time hire charge of £20 per hour. Weekends and Summer evenings to be charged at the peak rate.** Peak times could be extended if floodlights are installed in future.  The amenity would be freely accessible at any time when not pre-booked and this will be made clear through signage. Cllr. Dalton requested that there be designated periods in which the amenity will remain available for use by local children/parishioners. Chair supported this and suggested restricting hire periods at weekends.  It was agreed that, as it is difficult to know at this stage how popular the facility will be and what the main usage periods will be, the hire policy should be reviewed on a month-by-month basis.  It was agreed that this matter should be discussed at the December Full Council meeting.  **Clerk to note and place on agenda**   1. **Booking fees payable to NPPFF**   Booking fees will not apply if an on-line booking system isused.  A zoom meeting with a London based booking platform had proved very useful but comparisons are required.  **Cllr. Tribble to continue investigating on-line options.**   1. **Insurance**   MUGA has been added to the Parish Council insurance for the additional sum of £49.96. | **Clerk**  **SPT** |
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| FC22/54 | A | **To review and note payments for November 2022**  Cllr. Burhop stated his intention to abstain from the vote as minuted at FC22/51.  Chair noted funds will need to be transferred from Council’s deposit account to cover the November payments.  **Cllr. Tribble proposed that payments in sum of £12,212.08 be approved for payment. Seconded by Cllr. Carpenter and approved with one abstention.**  **Clerk to note and make payments accordingly.** | **Clerk** |
|  | B | **To consider first draft of 2023-34 Parish Council Budget and Precept**  Councillors reviewed the proposed 2023-24 Budget and the options put forward for the 2023-24 Precept.  **Chair proposed that this document be placed before Full Council with a recommendation that Council set the Precept demand at £65,000 from April 2023 and set a budget of £111,483 which would result in an increased Band D cost of £68.42 (£50 in 2022-23) which may decrease if the taxbase rises when published on 1st December. Seconded by Cllr. Tribble and resolved unanimously.**  It was noted that, based on the figures above, a budget deficit of £18,000 for the 2023-34 financial year is predicted. However, the deficit could be reduced by not proceeding with the 20mph zone and/or releasing funds from the WC Refurbishment Reserve which may not be required in its entirety.  **Clerk to bring this recommendation to Full Council on 28th November for approval.** | **Clerk** |
|  | C | **To consider quotation received for Internal Audit Services**  Clerk advised that, for best practice reasons, a change of Internal Auditor will be required at the year end. One company has been approached and provided a quotation in the sum of £295. It was agreed that an advert should be placed in the January Parish Magazine and additional quotations sought.  **Clerk to bring forward to the January Finance Committee Meeting** | **Clerk** |
| FC22/55 |  | **Matters considered as urgent by presiding Chair for discussion only**  None raised |  |
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| FC22/56 |  | **To agree date, time and venue of next meeting**  7.00pm on 12th December 2022 at The Pavilion, Back Lane. |  |
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| FC22/57 |  | **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:** |  |
|  | A | **To receive an update on matters pertaining to the Surgery Building**  Cllr. Burhop advised that he and the Clerk had arranged to meet Council’s legal advisor on 7th December to discuss the matter of the restrictive covenant and agree a way forward. An indication of the potential costs involved had been circulated prior to this meeting.  Cllr. Burhop reported that, on Sunday 20th November, a letter was received from a parishioner complaining about Council’s actions, or anticipated actions, in relation to the surgery building. This will be dealt with at the next Full Council Meeting in accordance with Council’s Complaints Policy. |  |
|  | B | **To note the new Local Government Association Salary Scales 2022-23**  Cllr. Burhop advised that the Clerk had recently received notification of the Local Government Association pay award for 2022-23 to be implemented from and backdated to 1st April 2022. Published pay scales were circulated prior to this meeting. Clerk confirmed that the draft 2023-24 Budget takes account of this increase and potential further increases in 2023. |  |

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