

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – FINANCE SUB-COMMITTEE

Minutes of the Finance Sub-Committee of the Parish Council held at **18.30hrs on Monday 15th May 2017 in Harpford Village Hall, Harpford**

Present: Chair, Cllr. C Burhop, Cllrs. Jeffery, Tillotson, Zirker and Walker. Clerk, Paul Hayward.

No members of the public or press in attendance.

Fire regulations outlined. No public forum.

1/5	<p>Apologies</p> <p>None</p>
2/5	<p>Declarations of Interest</p> <p>None made.</p>
3/5	<p>Business to be conducted</p> <p>a) Consider amendments to current banking arrangements Cllr. Walker asked to sign necessary forms for submission.</p> <p>b) Consider new banking arrangements. As per recent resolution, an account has been opened with an alternate bank, and Cllrs. Burhop, Jeffery, Zirker and Walker are signatories. Clerk to obtain final signatures and additional information and submit. Once account opened, Clerk's address to be used for correspondence and Clerk to be added as a non-signatory Service Administrator.</p> <p>c) To consider arrangements for CIL receipts into Newton Poppleford Parish Council. Members resolved to ringfence funds received within general accounts cashbook, subject to monthly reporting as per bank reconciliation. Proposed Chair, Cllr. Burhop. Seconded Cllr. Jeffery. 5/0/0. Approved Clerk: to note and action accordingly. Refer to CIL Guidance notes as provided by EDDC. Please also recirculate these notes to members.</p> <p>d) To consider Grant funding matter re: NP Village Hall This matter was deferred from Ordinary meeting in late April. Members resolved to make the payment to the sign supplier in lieu of the grant previously awarded to the Village Hall. Sum of £222 inclusive of VAT. Proposed Chair, Cllr. Burhop. Seconded Cllr. Zirker. 5/0/0. Approved Clerk: please make arrangements for account to be settled and details added to Payments to be Approved schedule for approval 22/5/17. It was further agreed that a formal Grant Award Policy be submitted to full council for consideration, and that the date of 31st January annually be set as the last date for receipt of grant applications. Clerk: please liaise with Cllr. Ranger (Chair, Personnel and Policy Committee to create and circulate such a policy document)</p>

	<p>e) Update on School Lane Surgery building rent review. Following Cllr. Burhop's negotiations with Coleridge Medical Practice (CMP), it was proposed that Council accept the sum of £2500 per annum (£625 per quarter) in consideration of the fully inclusive rent for this building, subject to replacement of the heating system currently in use. Proposed Chair, Cllr. Burhop. Seconded Cllr. Zirker. 5/0/0. Approved Clerk: Please formally write to CMP to confirm resolution effective from 25th June 2017.</p> <p>f) To consider heating provision at surgery premises. Members considered heating options and resolved to choose Option 4 on the grounds of initial purchase cost, ongoing usage costs and mindful of possible change of use of building over next 24-36 months. Proposed Chair, Cllr. Burhop, seconded Cllr. Walker. 5/0/0. Approved. Clerk to make arrangements for purchase, installation and testing, commissioning and certification. Please also investigate electrical supply contract in respect of switch from Economy 7 usage to standard daytime usage. Report to council asap with findings.</p> <p>g) To consider advertising revenue rates on Parish Council website <i>Cllr. Zirker declared a pecuniary interest as an advertiser and left the room. Members resolved to levy a charge of £20 as a one-off charge for a commercial advert on the PC website, with or without hyperlink. A statement to be added to website page absolving the parish council of responsibility for third party websites accessed via any hyperlink provided or published. No charge proposed for non-commercial ads. Proposed Chair, Cllr. Burhop, seconded Cllr. Jeffery. 4/0/0. Approved Cllr. Zirker returned to the meeting.</i></p> <p>h) To consider Parishes Together projects 2017/18 Members agreed to defer this matter to full council in July to allow for the next Otter to Exe Local group to meet and consider their projects. Clerk to add to July agenda and circulate briefing notes from Otter/Exe group once meeting held.</p> <p>i) To consider draft Internal Auditors report for 2016/17 financial year. Report not yet available. Matter deferred to ordinary meeting 22/5/17.</p>
4/5	<p>Matters considered as urgent by presiding Chairman</p> <p>a) Members considered the issue of the public phone box on Village Green. It was agreed to refer this matter to full council for their consideration in terms of the possibility that the parish council may wish to adopt the amenity under the current British Telecom scheme. Furthermore, the matter of the public bench immediately adjacent to the phone box was also referred to council. Proposed Chair, Cllr. Burhop, seconded Cllr. Tillotson. 5/0/0. Approved Clerk: please add to ordinary agenda for 22nd May 2017.</p> <p>b) Members instructed Clerk to make arrangements to meet with Chris Drake, proprietor of GCM (Parish Council's current grounds contractor) to draw up a schedule of works and supplementary verification process for the regular works around the parish so as to ensure that works undertaken correspond with billing invoices submitted, in line with Council's Internal Financial Controls review. Clerk: please take forward and report back to council.</p>

5/5	<p>Date and time and venue of next meeting: Not decided. Clerk to liaise with committee Chair to arrange and publish agenda as per statutory requirements.</p> <p>With no further business to conduct, the Chairman closed the meeting at 8.00pm.</p>
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Chairman: _____

Date: _____