

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL – FINANCE SUB-COMMITTEE

**YET TO BE APPROVED**

Minutes of the Finance Sub-Committee of the Parish Council held at **19.30 on Thursday 9<sup>th</sup> March 2017 in the Back Room, Newton Popleford Village Hall**

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

No members of the public or press in attendance.

1	<p><b>Apologies</b></p> <p>Cllr. Zirker</p>
	<p><b>Minutes of the meeting held on 17<sup>th</sup> January 2017</b></p> <p>Not yet available. Deferred until Ordinary Council Meeting 27<sup>th</sup> March 2017</p>
2	<p><b>Declarations of Interest</b></p> <p>None.</p>
3	<p><b>Business to be conducted</b></p> <p>a) Timetable for End of Year Accounts / Annual Return completion <b>Clerk advised May 2017 in line with audit guidelines</b></p> <p>b) Internal Financial Controls Review / Risk Assessment <b>These were last reviewed in June and December 2016 respectively</b> <b>Clerk to update and present to council in APRIL '17 for adoption.</b></p> <p>c) Internal Reporting / Methodology / Formatting. <b>This matter was deferred until Cllr. Zirker's return and next FC meeting</b> <b>Clerk to prepare basic accounts for ORD meetings u.f.n. and for Year End Accounting purposes.</b></p> <p>d) Appointment of Internal Auditor <b>Members discussed current appointment and after recommendation from Clerk, agreed to appoint Beth Webb, of Chardstock, as Internal Auditor to Newton Popleford and Harpford Parish Council for financial year 17/18</b> <b>Clerk to write and confirm appointment. Please also write to former IA, David Hinchcliffe, thanking him for this work previously.</b> <b>Clerk; please liaise with Mrs Webb to produce a suitable Internal Auditors report after year end to satisfy requirements of external auditor.</b></p> <p>e) Banking Arrangements to Parish Council <b>Members discussed limited service with current bankers and inability of council to access online banking provision. It was agreed that Clerk will approach Lloyds Bank to enquire as to transfer of banking operations.</b> <b>Cllr. Tillotson also reminded members that she is NOT a bank signatory and it was therefore agreed to place this matter on next ORD agenda to seek a volunteer to be added to signatory mandate to maintain 4 signatories on account (following Cllr. Clarke's resignation).</b> <b>Clerk: please action accordingly.</b></p>

- f) Third Party Payroll Services  
**Members agreed to terminate the contract with current provider of payroll services once the financial year had ended, with Clerk undertaking these duties via Free-to-Use HMRC online software.**  
**Clerk: please note and correspond with current provider to finalise the year end accounts for 2016/17 and then give notice accordingly.**
- g) Grant Award / Financial Assistance Requests Policy  
**Members agreed to instruct Clerk to prepare a draft policy for full council consideration.**  
**Clerk to prepare and circulate in time for adoption in May.**
- h) Grant Application / Revenue Receipts Policy  
**Members agreed to defer this matter to full council in May for consideration and action.**  
**Clerk to add to agenda and circulate briefing notes accordingly.**
- i) Implications of General Power of Competence implementation  
**Clerk advised that adoption of GPC depended on attainment of CiLCA qualification which is still pending. Matter deferred until later in year.**
- j) VAT recoverable Status Report  
**Clerk reported that VAT paid from 11<sup>th</sup> January 2016 was still pending re-claim. Members instructed Clerk to submit forms as soon as possible.**  
**Clerk to action immediately.**
- k) To consider parish maintenance and amenities  
**Members considered offer of donation for memorial bench and tree on Venn Ottery village green. After discussion, it was agreed in principle subject to agreements on future maintenance and arboricultural care.**  
**Clerk to liaise with donor and suggest a MMT (Man-Made Timber) bench so as to limit maintenance concerns, and to specify distance from benches to proposed tree planting to prevent damage to benches and to facilitate easier grass cutting. Clerk to report back to council when more details are known.**  
**Members discussed proliferation of mole activity on parish property. Clerk to contact Mole/Pest Control organisations to discuss the costs and scope of proposed deterrent action on council owned land, all across the parish.**  
**Members also discussed quotation for small amount of hedging plants to fill gaps in VOVG hedge following recent maintenance. Deferred until ORD meeting in March for full council decision.**  
**Clerk to note and add to March agenda.**
- l) To consider recent revaluation of rental charges for doctors surgery  
**Members considered recent correspondence in light of annualised costs to Council of providing this branch surgery. It was agreed that Chair (Cllr. Burhop) will arrange to meet with NHS representative to put Council's case forward and return back to council with update.**  
**Clerk to arrange meeting as soon as possible.**  
**Members also considered issue of heating in surgery. It was agreed that Clerk meet with local electrician to seek quotations for replacement heaters and installation costs.**  
**Clerk to note and report back to committee once costs known.**

	<p>m) Utilities provision throughout parish where council has responsibility  <b>Members agreed that Clerk should seek alternate quotes from both our existing utility suppliers and new suppliers to see if savings can be made.</b>  <b>Clerk: please action.</b></p>
4	<p><b>Matters considered as urgent by presiding Chairman</b></p> <p>a) Members reviewed the damaged flooring in the Village Hall kitchen caused during the Xmas luncheon. In light of the surplus grant funds still held in the council's accounts, it was agreed that the replacement flooring be paid for by the council in the sum of £310 as quoted by the VH committee (DJ).  <b>Clerk to liaise and arrange payment once works completed.</b></p>
	<p><b>With no further business to consider, meeting closed at 10.25pm</b>  <b>Clerk to produce minutes and circulate to members.</b></p>

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

**DRAFT**