

## NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of a Finance Committee meeting on  
Monday 5<sup>th</sup> October 2016 in the Back room of the Village Hall at 19.30

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|   | <p><b>Present</b><br/>Cllrs Burhop (Chairman), Clarke, Jeffery &amp; Zirker</p>   |
|   | <p><b>Apologies for absence</b><br/>Cllr Tillotson</p>  |
| 1 | <p><b>Minutes</b><br/>Minutes of the meeting held on 10<sup>th</sup> May 2016 were accepted and signed.</p>   |
| 2 | <p><b>Review of accounts to August 2016</b><br/>The Committee noted that the current outturn was better than budget.<br/>Cllr Burhop AGREED to review the codings on some items.<br/>The accounts had not yet been presented to Council but it was AGREED that they could be published on the website. Cllr Jeffrey AGREED to pass these on to Shan for publication.</p>  |
| 3 | <p><b>Action List</b><br/>Burial costs – deferred.</p>  |
| 4 | <p><b>Draft Financial Regulations.</b><br/>The Committee reviewed financial regulations against a new draft based on the current NALC Model.</p> <p>In particular, the Committee AGREED:</p> <p>1 that inclusion of an item in the budget did not grant authority for expenditure.<br/>2 In 2.2 include the Internal Auditor<br/>3 In 2.5 'the Council to review the appointment of the Internal Auditor annually and to consider changing the appointee every 3-5 years. The Council also to consider requesting the Internal Auditor to attend a Council meeting to discuss his report.'<br/>4 In 3.1 the date be 'December.'<br/>5 In 3.2 the month to be 'November' and at the end, add 'during December and the next Council meeting.'<br/>6 Virement – This was accepted.<br/>7 In 4.5 add 'The Clerk shall seek prior approval of any member of the Council.'<br/>8 In 4.8 delete the last sentence.<br/>9 In 5.2 delete everything else after 'Council' in line 3.<br/>10 In 5.3 add 'the budget code shall be marked on every invoice.'<br/>11 Delete 5.8 completely.<br/>12 In 6.16 add 'and may be regarded as Gross misconduct by an employee'.<br/>13 In 6.17 authority to change to be 'by the RFO and one member of the Council'<br/>14 In 6.18 add 'cash withdrawals shall not be permitted.'<br/>15 Delete 6.19, 6.20 and 6.22<br/>16 In 7.3 add 'after consideration by the Personnel and Policy Committee'<br/>17 In 10.1 add 'all orders shall be signed by the RFO and one member of the Council. Orders shall only be issued when the Council or duly authorised Committee has approved the work.'<br/>18 In 11.1.b delete everything after 'firms'</p> |
| 5 | <p><b>Trees on the Village Green</b></p>  |

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|    | <p>RESOLVED 1 that the price submitted by East Devon Tree Care in the sum of £384 + VAT be accepted.</p> <p>2 that a tree works application be submitted.</p>   |
| 6  | <p><b>Hire of projector and Audio equipment.</b></p> <p>The Committee considered the fragility of this equipment and the cost of replacing a bulb in the projector.</p> <p>RESOLVED: 1 that the equipment be offered for use only when a member of the Council was available to set up and take down the equipment. Cllr Zirker undertook to do this.</p> <p>2 that no charge be made for community organisations but a commercial charge be made to other organisations.</p> |
| 7  | <p><b>New Clerks costs</b></p> <p>The Committee considered the costs relating to employing a new Clerk.</p> <p>RESOLVED: that the salary be in the range of LC2 points 23 – 38 on the basis of an experienced Clerk being appointed. There would be other expenses including working from home and telephone and internet costs.</p>  |
| 8  | <p><b>Rent Review for the Surgery</b></p> <p>The tenants had requested a formal notice on intention to review the rent.</p> <p>The chairman agreed to re-read the lease before doing this.</p>  |
| 9  | <p><b>Shelter for the Playground</b></p> <p>Designs in Green Oak were to be submitted to the next Council meeting. It was intended that the cost would be £4-5K</p> <p>RESOLVED: 1 that the broken spring be replaced with a spring designed for this type of play equipment.</p> <p>2 that S106 funds be checked to see if there were any funds for maintenance of existing equipment.</p>   |
| 10 | <p><b>Insurance</b></p> <p>The Clerk was thanked for including fireworks and event insurance for this year's celebrations.</p>  |
| 11 | <p><b>Parishes Together funding</b></p> <p>Cllr Jeffrey AGREED to contact other parishes to find out their ideas.</p>   |
| 12 | <p><b>Financial Management</b></p> <p>Cllr Zirker suggested that the Committee should look at a suitable accounting package.</p> <p>It was AGREED to consider this when a new Clerk was appointed.</p>  |
| 13 | <p><b>Grants</b></p> <p>The Village Hall Committee had requested a grant of £180 for a new sign.</p> <p>RESOLVED: 1 that more details of this be requested.</p> <p>2 that discussion takes place with the Village Hall Committee regarding storage of parish council equipment and timings of availability of the hall for Council meetings.</p>  |
| 14 | <p><b>Date of next meeting</b></p> <p>Items to include:</p> <p>Draft budget</p> <p>Separation of accounts of the Parish Council and the Pavilion.</p>   |