

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of a Finance Committee meeting held on Tuesday 6th December 2016
in the Back Room of the Village Hall, Newton Poppleford at 19.30

	<p>Present Cllrs Burhop (Chairman), Jeffery & Zirker</p>
	<p>Apologies for absence - Cllr Clarke & Tillotson</p>
1	<p>Minutes Minutes of the meeting held on 14th November 2016 were accepted and signed.</p>
2	<p>Declarations of Interest There were no declarations of interest</p>
3	<p>Recent accounts The Committee reviewed the accounts that had been circulated with the Council agenda. The Locum Clerk was asked to investigate the figures relating the Christmas lunch. The Committee had considered a suggestion by the Locum Clerk of presenting a list of payments and having cheques signed at each Council meeting. This was supported and AGREED that this should be included on the agenda for the next Council meeting for decision.</p>
4	<p>Review of Internal Controls The Locum Clerk submitted a draft schedule of Internal Controls The following changes were agreed:</p> <ul style="list-style-type: none"> • All invoices to be coded before presented for cheque signing. • All cheque signatories to have a list of Budget codes. • The Clerk to be taken off the list of signatories when he finishes work for the Parish Council • The new Clerk is not to be a signatory to the account. • Cash payments to be limited to £50.00
5	<p>Review of Risk management The Committee considered a draft schedule of risks facing the Council and the mitigation measures that were in place. The Locum Clerk was asked to increase the Fidelity Insurance to £100,000 Note DAPC is to be changed to DALC.</p>
6	<p>Quotes for play equipment repairs The Committee considered two quotes for repairs to play equipment RESOLVED: that SNC be asked to include the cost of replacing the basketball backboards and the tyres on the Zip Wire in their quote which the Clerk will then email to members of the Committee.</p>
7	<p>Insurance review The Committee reviewed the current renewal documents for the Council's general insurance from Zurich Municipal. The Committee noted that this was the last year of a long-term agreement. The Clerk was asked to circulate the asset register to members and check that all assets were listed on the insurance renewal documents</p>
8	<p>Asset Management. This had been discussed under Insurance review.</p>

9	<p>Heating in the doctors surgery</p> <p>Members were concerned that the building was being heated all the time, expensively, when the building was only occupied for two mornings each week. It was suggested that oil filled radiators with 7-day programmers might be an inexpensive way forward. Cllr Zirker was asked to investigate.</p>
10	<p>Toilets</p> <p>The Committee considered funding for refurbishment of the public toilets. A sum of £2,500 had been included in the budget but it was through that this would need topping up by, perhaps another £5,000. Cty Cllr Channon had a capital budget this year and EDDC ran the community buildings fund. The Locum Clerk was asked to enquire about both of these.</p> <p>It was essential to have a full specification of works with quotes before applying for funding. Members were asked to email their ideas to other Committee members.</p> <p>Members were also asked to suggest suitable local contractors for building, electrical and plumbing works.</p>
11	<p>Part time maintenance services</p> <p>Provision had been included in the budget for handyman services in the Parish. It was AGREED that the Policy and Personnel Committee should develop ideas for this service.</p>
12	<p>Audio Visual equipment</p> <p>Cllr Zirker pointed out that the expiry date for spending the grant for audio-visual equipment was drawing near.</p> <p>RESOLVED: 1 that the Clerk check the date of expiry. 2 that discussions be held with the Village Hall Committee regarding location of equipment 3 that if the expiry date is close, the equipment be purchased in advance of a decision on location.</p>