

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting held on Monday, 11th April 2022 scheduled to commence at 7.00pm at The Pavilion, Back Lane, Newton Poppleford.

ACTION by:

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| | <p>Present:</p> <p>Cllrs Walker (Chair), Dalton and Tillotson and Tribble (Q) 1 member of the public present. Meeting began at 7.20pm.</p> | |
| Public Forum | <p>Fire Regulations and Covid Compliance guidance:</p> <p>Chair outlined both to those present. <i>As a representative of the Venn Ottery & Southerton Residents Association was present, Chair proposed that agenda item FC22/04D be dealt with at this point. Unanimously agreed.</i> VOSRA representative explained that, as there had been no fundraising events held for two years, the Residents Association did not have sufficient funds to hold a Jubilee celebration without some financial support from the Parish. The aim was to provide refreshments and entertainment on the Village Green exclusively for residents of the ward. <i>Chair proposed that this application for a grant of £200 be approved, carried with three votes in favour, one against.</i> <i>Clerk to add to ORD Meeting Agenda for ratification.</i> <i>Clerk to formally request permission for VOSRA to hold an event on the Venn Ottery Village Green at the ORD Meeting on 25th April.</i></p> <p>Chair closed the Public Form at 7.30pm</p> | Clerk |
| FC22/01 | <p>Apologies for absence:</p> <p>Apologies for absence were received from Cllr. Burhop and approved unanimously.</p> | |
| FC22/02 | <p>Declarations of Interest made:</p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p> <p>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</p> <p><i>Chair reminded all members of committee that they could, and should, declare any further interests during the meeting as they</i></p> | |

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| | <i>became apparent.</i> | |
| FC22/03 | <p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting held on 14th March 2022 as previously circulated to members:</p> <p>The Chair proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Dalton. Resolved unanimously.</p> <p>Matters arising: It was noted that, as the PTA had confirmed that they had no intention of purchasing commemorative gifts for local children, this should be actioned by the Parish Council. Commemorative mugs to be purchased and gifted to all children between the ages of 3 to 11 years. Mugs to be available to purchase for older children.</p> <p>Cllr. Tribble to action the purchase of the mugs and advertise their availability.</p> | Cllr. Tribble |
| | Business to be considered: | |
| FC22/04 | <p>a) To consider and review Financial Year 2021/22 reports and use of year end surplus Chair noted that, despite reporting a surplus of £1,766.90 for the year, expenditure had exceeded income by £6,500. Chair proposed that the surplus be transferred to general reserves, seconded by Cllr. Tillotson, unanimously resolved.</p> <p>Clerk: to action accordingly</p> <p>It was agreed that Reserve Funds/virements should be reviewed at the ORD Meeting on 25th April.</p> <p>Clerk: to add to the April ORD Meeting Agenda</p> <p>b) To note arrangements for the End of Year Audit and Governance Return Clerk advised on the schedule for the AGAR 2021/22 process and noted the requirement to carry out a review of the Internal Financial Controls and Fixed Asset Register as part of this process. Chair proposed that the updated Internal Financial Controls document as circulated prior to the meeting be approved, seconded by Cllr. Tribble and resolved unanimously.</p> <p>Clerk: to add to the April ORD Meeting Agenda for ratification</p> <p>The Fixed Asset Register, as previously circulated, was discussed and the following items suggested as possible additions – ECO toilet installed at the Allotments in 2017; Summerhouse purchased for the Allotments in 2020. The storage location of certain highway maintenance equipment and flood signage was queried.</p> <p>Clerk: to check records, clarify and update the Register as</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| | <p>required. Add to the April ORD Meeting Agenda for ratification.</p> <p>It was noted that the 'Roll Board' located in the Village Hall requires updating.</p> <p>Clerk: to action</p> <p>c) To consider a revised quotation for repairs to Play Equipment Quotation not yet received.</p> <p>d) To consider a grant application from VOSRA Dealt with in the Public Forum as minuted above.</p> <p>e) To consider an application for match funding from the Climate Change Group To be deferred until application details received.</p> <p>f) To authorise changes to the Lloyds Bank Mandate Clerk provided Application Forms for completion. Chair proposed that Cllrs. Dalton and Tribble be added to the mandate as authorised signatories as recommended during the review of the NPHPC Risk Assessment. Cllr. Tillotson seconded this proposal, unanimously agreed.</p> <p>Cllrs. Tribble and Dalton to complete the forms and return to the Clerk for submission.</p> <p>g) To receive an update on matters pertaining to the Surgery building No update available for this meeting.</p> <p>h) To receive an update on the replacement of the VOVG Footbridge The Chair advised that, following a meeting on site with a representative of DCC, the proposal to instal a concrete 'culvert' to support the footbridge has been shelved. Alternative solutions and costings are being sought.</p> | <p>Clerk</p> <p>Cllrs.Tribble and Dalton, Clerk</p> |
| FC22/05 | <p>To review and note payments for April 2022</p> <p>Invoices in the sum of £12,916.08 were submitted for review. Chair proposed that these payments be approved, Cllr.Tillotson seconded the proposal, resolved unanimously.</p> <p>Clerk: to action and make payments on the due date.</p> | <p>Clerk</p> |
| FC22/06 | <p>To review the draft Risk Assessment 2022 in respect of Financial Risks:</p> <p>The document was reviewed, and changes proposed in regard to legal document storage, bank mandates and members' allowances. The increased level of risk with regard to the current arrangements for storing legal and financial documents was noted.</p> <p>Clerk: update and circulate document, add to April ORD Meeting</p> | |

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| | Agenda for approval. Purchase secure document storage cabinet as a matter of urgency. | Clerk |
| FC22/07 | <p>Matters considered as urgent by presiding Chair for discussion only</p> <p>Chair noted the receipt of a grant application from the Poppet's Playgroup. The playgroup organiser is requesting the sum of £200 to support the purchase of play equipment and craft supplies. As the playgroup is considered to be an important asset to the community, after discussion, it was agreed to recommend that this grant application be approved at the next full Parish Council meeting.</p> <p>Clerk: add to the April ORD Meeting Agenda for approval</p> | Clerk |
| FC22/08 | <p>Date and time of next meeting:</p> <p>7.00pm on 16th May 2022 at The Pavilion, Back Lane, Newton Poppleford.</p> <p>Clerk: to note and publicise accordingly</p> | Clerk |
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| | With no further business to consider, the Chair closed the meeting of the Finance Committee at 9.00pm. | |
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Minutes of the Parish Council Finance Committee meeting on Monday, 11th April 2022 at 7.00pm held at The Pavilion, Back Lane, NP.

Signed as a true record of the meeting above:

Chair: _____

Date: _____

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