

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at the Pavilion, Back Lane, Newton Popleford on Monday 16<sup>th</sup> October 2023 commencing 8pm.

Present: Cllrs. Walker (Chair), Carpenter, Dalton and Tribble

Chair outlined the Fire Regulations and evacuation procedure. As there were no members of the public present no Public Forum was held.

		Action:
FC23/30	<b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b> Apologies for absence received from Cllr. Tillotson were accepted and approved.	
FC23/31	<b>Declarations of interest from members / Dispensations afforded</b> None declared.	
FC23/32	<b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 18<sup>th</sup> September 2023:</b> To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda: a) Wig Wag signage Clerk confirmed that the flashing lights have now been installed but additional signage indicating "20mph when flashing" is awaited.	
FC23/33	<b>BUSINESS TO BE CONSIDERED:</b>	
A	<b>To receive an update on the closure of the Public WC in School Lane car park:</b> Clerk advised that Notice has been served on EDDC. This has not yet been acknowledged. The cleaner and the parish maintenance contractor have both been advised of the closure date and arrangements will be made to secure the building in due course.	
B	<b>To consider requests received from the Climate Change Group:</b> i) <b>Val Ranger Memorial Tree – fundraising:</b> The Climate Change Group has received permission to plant a memorial tree in the churchyard at Harpford. It is the intention of the CCG to raise the funds to purchase the tree, stakes and plaque via internet crowdfunding with any excess funds donated to Sidmouth 'Hospice at Home' the charity previously nominated by Val. CCG has requested that Council allows donations to be paid into and out of its bank account. <b>Chair recommended that this request be approved by the Finance Committee and ratified by Full Council. Seconded by Cllr. Tribble and resolved unanimously.</b> <b>Clerk to place this matter on the agenda for ratification at the October Council Meeting.</b>	Clerk

		<p><b>Clerk also to add to the agenda CCG request that Council introduce a policy that, in future, any trees it removes in the parish will be replaced.</b></p> <p><b>ii) Green Bank:</b> Chair advised that the CCG will clear the bed on Green Bank and cover with weed suppressing membrane ready for planting appropriate shrubs in the Spring. Additional evergreen shrubs may be planted on the bank as long as this can be done without impeding the grounds maintenance team.</p> <p><b>iii) St. Luke's Cemetery:</b> <b>Chair proposed that expenditure of up to £100 be approved for the purchase of spring bulbs for planting in the cemetery. Seconded by Cllr. Carpenter and unanimously approved.</b> Clerk suggested that the Otter Valley Association may be willing to provide a grant for this. <i>(Clerk has subsequently approached the OVA and the request will be considered at their next committee meeting).</i></p>	
	C	<p><b>To receive an update on arrangements for the Annual Firework Event:</b></p> <ul style="list-style-type: none"> <li>• Leaflets are now being delivered and tickets distributed.</li> <li>• Deposit has been paid to Rocketman.</li> <li>• Fire Act will be paid this week.</li> <li>• First Aid provider has been paid.</li> <li>• Concession for confectionary stand has been agreed.</li> <li>• Temporary alcohol licence has been applied for.</li> <li>• Ice cream van to be allowed on site on the basis that a donation from sales will be made to NPPFF.</li> <li>• Next meeting of the organising committee to take place on 25<sup>th</sup> October.</li> </ul>	
	D	<p><b>To consider quotations received in relation to the upgrade of Council's website:</b> Clerk provided details of two quotations received – one from the current host of <a href="http://www.newtonpopplefordpc.co.uk">www.newtonpopplefordpc.co.uk</a> and the other from a company sourced at the DALC Annual Conference. It was agreed that the sum of £2,500 be built into the 2024-25 budget to enable this project to proceed next year.</p> <p><b>Clerk to circulate quotations in full to Finance Committee members.</b> <b>Clerk to note decision and action during budget preparation.</b></p>	Clerk
	E	<p><b>To consider expenditure for Remembrance Day commemorations and arrangements for the event:</b> <b>Chair proposed that a donation of £100 from S.137 funds be made to the Royal British Legion for two wreaths. Seconded by Cllr. Dalton and unanimously resolved.</b> Cllr. Tribble confirmed that she would represent Council at the Newton Poppleford commemoration on Sunday 12<sup>th</sup> November. Cllr. Lipczynski to be asked to represent Council at the Harpford act of remembrance. <b>Clerk to note the above and action accordingly.</b></p>	Clerk
FC23/34	A	<p><b>To review and, if thought fit, approve payments for October 2023:</b> <b>Chair proposed that the invoices listed for payment in October be approved. Seconded by Cllr. Dalton and resolved unanimously.</b> <b>Clerk to note and make payments on their due date.</b></p>	Clerk
	B	<p><b>To receive financial reports to the end of September 2023:</b></p>	

		Contents noted.	
	C	<p><b>To approve the reimbursement of an invoice received from the Allotment Management Committee:</b></p> <p><b>Chair proposed that the £75 spent on a new noticeboard for the allotment gardens be reimbursed to the purchaser. Seconded by Cllr. Tribble and resolved unanimously.</b></p> <p><b>Clerk to note and action.</b></p> <p>Clerk advised that the Allotment Management Committee had requested permission to have the parish-owned mower serviced at a cost of approximately £130. This request was approved.</p> <p><b>Clerk to advise Cllr. Tillotson accordingly.</b></p>	<p>Clerk</p> <p>Clerk</p>
	D	<p><b>Questions to RFO on the financial reports:</b></p> <p>None raised.</p>	
	E	<p><b>To consider timetable for 2024-25 Budget and Precept discussions and review:</b></p> <p>Clerk advised that the first draft of the 2024-25 Budget would be submitted to the Finance Committee for discussion at the November committee meeting. The draft Budget will then go before Full Council on 27<sup>th</sup> November. The Budget will be presented to Council for final approval on 18<sup>th</sup> December to enable the Precept demand to be submitted to EDDC by the year end as required.</p>	
<b>FC23/35</b>		<p><b>Matters considered as urgent by presiding Chair for discussion only:</b></p> <p>None raised.</p>	
<b>FC23/36</b>		<p><b>To agree date, time and venue of next meeting</b></p> <p>Monday, 20<sup>th</sup> November 2023 at 7.00pm in the Pavilion, Back Lane.</p>	
<b>FC23/37</b>		<p><b>It is proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1972, the public (including the press) be excluded from the meeting as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.</b></p> <p>Proposal not made as no matters to discuss in committee.</p>	

With no further business to consider, the Chair declared the meeting closed at 8.47pm.

**Approved as a true record of the meeting which took place**

..... Chair

..... Date