

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee which took place at the Pavilion, Back Lane, Newton Popleford on Monday, 18th September 2023, commencing at 9.25pm.

Present: Cllrs. Walker (Chair), Dalton, Tillotson and Tribble
Jacqui Baldwin, Clerk and RFO

Prior to the commencement of the meeting, Chair outlined the Fire Regulations and evacuation procedure. As there were no members of the public present a Public Forum did not take place.

		Action
FC23/22	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies for absence received from Cllr. Carpenter were accepted and approved.	
FC23/23	Declarations of interest from members / Dispensations afforded: Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting held on 22 nd May 2023. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC23/24	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 20th July 2023: Chair proposed that these Minutes be approved as a true reflection of the meeting that took place. Seconded by Cllr. Tribble and resolved unanimously. To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda: <ul style="list-style-type: none"> a) Repairs to War Memorial: It was confirmed that the repairs had been completed and a donation to cover the costs had been received from the Community Café. b) Playing Field and Playground Fencing repairs: Noted that the fencing repairs had been satisfactorily completed. c) Installation of footbridge at Venn Ottery: Cllr. Tribble advised that the new footbridge had now been installed. Members of VOSRA have agreed to sand and paint the bridge with materials already purchased by Council and Cllr. Hughes is going to plant some suitable shrubs alongside. It was agreed that a plaque acknowledging the donations received from the Community Café, VOSRA, Isca Pools and Bowhayes Trees should be affixed in due course. Clerk to note and action d) Wig Wag signage Clerk confirmed that Cllr. Bailey was chasing up DCC regarding the installation of the new signage and would, hopefully, be able to report on this at the forthcoming Council meeting. 	Clerk

FC23/25	BUSINESS TO BE CONSIDERED:	
	<p>A To consider matters relating to the Multi-Use Games Area:</p> <p>i) Schedule of repairs: Clerk advised that the damaged carpet and shock pad would be removed on 19th September. Installation of the new surface would take place as soon as possible thereafter subject to (ii) below.</p> <p>ii) Installation of additional security measures and associated costs: As previously circulated to members of committee, Clerk confirmed that the cost of securing the MUGA with additional fencing and a pedestrian gate would be £2,991 plus VAT. This could be funded from the remaining S.106 grant for this project of £1,986 and Council reserves. The contractor had advised that the fencing would be available four weeks from confirmation of order.</p> <p>Cllr Tribble proposed that the quotation for installation of additional fencing and entrance gate be accepted. Seconded by Cllr. Walker and resolved unanimously.</p> <p>Clerk to note and inform the contractor accordingly. Contractor to be requested to carry out the MUGA repairs and installation of fencing simultaneously.</p>	Clerk
	<p>B To note the outcome of an application to the Devon Emergency Resilience Fund:</p> <p>Clerk advised that Cllr. Carpenter had submitted an application for funds to enable Council to replenish flood defence equipment. The application had been successful and the sum of £1494.54 awarded. This will fund the purchase of flood defence equipment for storage in NP, Venn Ottery and Harpford in accordance with the Parish Emergency Plan.</p>	
	<p>C To consider matters relating to the Public WC in School Lane car park:</p> <p>Clerk reported that EDDC’s Senior Estates Surveyor had confirmed that there was no “keep open” clause in the Lease agreement between Council and EDDC. If Council resolves to give notice as required under the terms of the Lease the facility could be closed prior to the end of the 12 months’ notice period. Council will, however, remain responsible for the maintenance and security of the premises for the whole of that period.</p> <p>Chair therefore proposed that the Finance Committee recommends that Council serve EDDC with a Notice to Terminate the Lease Agreement and make arrangements to permanently close the facility from 31st December 2023. Seconded by Cllr. Tillotson and resolved unanimously.</p> <p>Clerk to place this recommendation on the Agenda for ratification by Full Council on 25th September.</p>	Clerk
	<p>D To consider the cost of purchasing a replacement bench for the High Street bus stop:</p> <p>Cllr. Tribble advised that this matter had been resolved and a replacement bench would be provided without cost to Council.</p>	
	<p>E To receive an update on arrangements for the Annual Firework Event:</p> <p>i) Clerk to book Airside Medical to provide first aid cover</p> <p>ii) Cllr. Tribble confirmed that the PTFA will provide 10 stewards and run the barbecue. Cllr. Tribble to offer the “tuck shop” concession to another party.</p> <p>iii) Leaflets, posters and tickets are being organised by Cllr. Burhop.</p>	Clerk SPT

		iv) Cllr. Dalton advised that walkie talkies would require charging prior to the event.	
FC23/26	A	To review and, if thought fit, approve payments for August and September 2023: Chair proposed that invoices for August and September, as detailed on the documents circulated prior to the meeting, be approved for payment. Seconded by Cllr. Tribble and resolved unanimously. Clerk to note and action payments on their due date.	Clerk
	B	To receive financial reports to the end of August 2023: Contents noted.	
	C	Questions to RFO on the financial reports: None raised.	
	D	To receive the External Auditors Report on the End of Year Audit and Governance Return and to note the conclusion of audit: Clerk advised that confirmation of completion of audit of the 2022-23 year end accounts had now been received from the external auditors and the necessary documents have been posted to the website. The auditors have concluded that “no matters gave cause for concern that relevant legislation and regulatory requirements had not been met”.	
FC23/27		Matters considered as urgent by presiding Chair for discussion only: None raised.	
FC23/28		To agree date, time and venue of next meeting: Monday, 16 th October 2023 at 7.00pm in the Pavilion, Back Lane, Newton Poppleford. Clerk to note and publicise accordingly.	Clerk
FC23/29		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. Proposal not made as there were no matters so considered.	

With no further business to consider the Chair declared the meeting closed at 9.50pm.

Signed as a true record of the business of the meeting

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Date

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