

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held on Monday, 20<sup>th</sup> February 2023 at the Pavilion, Back Lane, Newton Poppleford commencing at 8.30pm.

**Present:** Cllrs. Walker (Chair), Burhop (VC), Carpenter, Tillotson and Tribble  
Jacqui Baldwin (Clerk and RFO)

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

		Action
FC22/72	<b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b> Apologies were received and accepted from Cllr. Dalton.	
FC22/73	<b>Declarations of interest from members / Dispensations afforded</b>  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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC22/74	<b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 17<sup>th</sup> January 2023:</b> <b>Cllr. Tillotson proposed that the Minutes be approved as a true record of the business of the meeting. Seconded by Cllr. Burhop and resolved unanimously.</b> <b>To consider Matters Arising from those Minutes:</b> a) Flooding in Webbers Meadow Chair noted that saplings in the new copse were coming into bud so may have survived the flooding.	
FC22/75	<b>BUSINESS TO BE CONSIDERED:</b>	
A	<b>To carry out a review of Parish reserve funds</b> It was confirmed that, as agreed at the January meeting, the WC Refurbishment reserve is to be reduced by £15,000 and the released funds added to General Reserves for the time being. <b>Clerk to note and action</b>	Clerk
B	<b>To review the draft Risk Assessment for 2023 and consider recommendations received from the Policy &amp; Personnel Committee</b> Cllrs Burhop and Carpenter, as members of the Policy & Personnel Committee, recommended that the proposed amendments to Management Risks be accepted and the revised version of the document be placed before Full Council for ratification. Unanimously agreed. <b>Clerk to note and add to February ORD Meeting agenda.</b>	Clerk
C	<b>Matters pertaining to the MUGA in Back Lane</b> i) <b>S.106/CIL Funds</b>	

	<p>Cllr. Burhop reported that a virtual meeting held with EDDC’s S.106 Officer had established that the £1,900 remaining in the MUGA fund could be allocated towards floodlighting. The retention sum of £2,829 has already been paid over by EDDC and is being held in a reserve account. There is currently £8,791 available in a separate CIL bank account with a further £1,400 now due from EDDC all of which is available for infrastructure projects.</p> <p><b>ii) Floodlighting</b></p> <p>Noted that, based on quotations already received, there are insufficient funds available through S.106 and CIL to pay for the floodlighting in full. Additional funding will have to be raised from other sources.</p> <p><b>iii) Maintenance Equipment</b></p> <p>Members considered costs of the two ‘power brush’ machines suitable for maintaining the surface of the MUGA. It was agreed that the SCH Artificial Surface Power Brush was the most cost-effective solution and could be purchased from CIL funds. Cllr. Tillotson, on behalf of the Community Café, proposed that the Community Café would be willing to donate the £1,890 required to purchase the power brush to support this community amenity. The committee thanked Cllr. Tillotson for this generous offer and it was agreed that a formal proposal should be put before Council for acceptance at the February meeting.</p> <p><b>Clerk to note and action</b></p> <p><b>iv) Booking system</b></p> <p>Clerk advised that Cllr. Hughes was making progress with setting up an on-line booking system. For the system to function correctly a connection to a payment platform will be required and Cllr. Hughes had recommended ‘Stripe’. It was noted that Stripe charges are 1.5% plus 20p per transaction for UK payments. It was agreed that the Clerk should proceed to sign up to Stripe.</p> <p><b>Clerk to action and liaise with Cllr. Hughes</b></p>	<p>Clerk</p> <p>Clerk</p>
D	<p><b>To consider a quotation to carry out tree works in the parish</b></p> <p>Councillors considered a quotation in the sum of £1,180 to carry out works recommended in the 2022 Tree Survey plus an additional quotation for work required to a large Cypress tree in St. Luke’s churchyard. Clerk was asked to obtain alternative quotes for the work required to the Cypress and to liaise with the family who had planted it about their contribution to costs. <b>Cllr. Burhop noted that £1,600 was available in the Tree Reserve and proposed that the quotation be accepted. Seconded by Cllr. Tribble and unanimously resolved.</b></p> <p><b>Clerk to note actions required and liaise with contractor regarding a start date.</b></p>	<p>Clerk</p>
E	<p><b>To receive an update on plans for the Coronation Celebration event in May 2023</b></p> <p>It was agreed that, in response to advice received from EDDC in relation to the forthcoming Elections, the Coronation celebrations could not be organised by the Parish Council although Council would provide the necessary funds. To reflect the requirement for events to be ‘Community’ run it was agreed that members of the NPPFF Management Committee should form the Coronation committee augmented by volunteers from the</p>	

	wider community. Volunteers to be sought via Facebook and a poster campaign.	
F	<b>To authorise applications for additional on-line banking registrations</b> An application form completed by Cllr. Tribble was counter-signed by the current signatories to the account. A further application is awaited from Cllr. Dalton.	
FC22/76	<b>To review and note payments for February 2023</b> <b>Cllr. Tribble proposed that invoices in the sum of £4,560.48 be approved for payment. Seconded by Cllr. Carpenter and approved unanimously.</b> In response to a question from the Clerk, it was agreed that the subscription to Zoom should be ceased from 31 <sup>st</sup> March. <b>Clerk to note and action payments appropriately</b>	Clerk
FC22/77	<b>Matters considered as urgent by presiding Chair for discussion only</b> None raised.	
FC22/78	<b>To agree date, time and venue of next meeting</b> The next meeting will take place in the Pavilion, Back Lane at 8.00pm on Monday, 20 <sup>th</sup> March immediately following the NPPFF Trustee Board Meeting.	
FC22/79	<b>Chair 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. Unanimously resolved.</b>	
FC22/80	<b>Matters to be considered in committee session:</b> <b>a) To consider a request pertaining to a burial plot St. Luke's Cemetery</b> Clerk reported an approach from a parishioner who had purchased a burial plot some years ago but no longer required it. It was resolved that, as the cemetery is now closed, Council is not in a position to take back the plot for re-sale. However, the owner of the plot is at liberty to transfer the Exclusive Rights of Burial in that plot to third party with the necessary administration to be carried out by the Clerk. <b>Clerk to convey Council's decision to the parishioner</b>	

With no further business to consider, the Chair declared the meeting closed at 9.25pm

**Minutes approved as a true reflection of the meeting:**

**Signed .....**

**Date .....**