

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at The Pavilion, Back Lane, Newton Poppleford commencing at 8.20pm on Monday, 20th March 2023.

Present: Cllrs. Walker (Chair), Burhop (VC), Dalton, Tillotson and Tribble
Jacqui Baldwin, RFO and Clerk to the Parish Council

Prior to 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:
FC22/81	To consider apologies for absence and approve if accepted (LGA 1972 S.85(1)) Apologies received from Cllr. Carpenter were accepted and approved.	
FC22/82	Declarations of interest from members / Dispensations afforded (this does not preclude the duty to declare further interests during the meeting as applicable)	
	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 This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.	
FC22/83	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 20th February 2023: Chair proposed that the Minutes, which had been circulated prior to the meeting, be approved as a true reflection of the business of that meeting. Seconded by Cllr. Tribble and resolved unanimously. To consider Matters Arising from those Minutes: a) Tree works Clerk confirmed that the tree works as approved at the February meeting had now been carried out. It had been agreed with the contractor that ivy would not be removed from certain trees as suggested by the tree consultant as to do so would be detrimental to wildlife.	
FC22/84	BUSINESS TO BE CONSIDERED:	
A	To discuss the WC refurbishment project and agree on next steps: Cllr. Burhop advised that contact had been made with the contractor responsible for an upgrade of Portreath Council's Public WC facilities. Refurbishment plans drawn up by Trevor Hutchings in October 2019 had been supplied to the contractor for information purposes. The contractors have been asked to provide a quotation to refurbish the current Ladies WC to create a single, unisex facility with handwash/drier and baby changing facilities. The space currently occupied by the disabled toilet would be used	

	<p>to service the new facility and the existing Gents could become a storage area. Going forward, cost comparisons will be required and EDDC approval will have to be sought.</p>	
B	<p>To consider a request from the Climate Change Group to purchase mulch for new trees:</p> <p>Chair advised that trees planted in the new orchard in Webbers Meadow will have to be maintained and watered by the Climate Change Group as they do not form part of the DCC Emergency Tree Project. In order to preserve as much moisture as possible the CCG would like to purchase and apply mulch to the base of the trees. Cost will be in the region of £80.</p> <p>Chair therefore proposed that the Finance Committee approve the purchase of appropriate mulch for the new orchard. Seconded by Cllr. Burhop and resolved unanimously.</p> <p>Clerk to liaise with Climate Change Group and arrange materials order.</p>	Clerk
C	<p>To receive an update on plans for the Coronation Celebration event in May 2023</p> <p>a) Temporary Event Licence</p> <p>Clerk requested information required to apply for a temporary licence. Cllr. Dalton confirmed that a licence was required for Monday, 8th May from 12 noon to 10.30pm. Bar service will be from the Pavilion. Maximum number of visitors anticipated throughout the day would be 500.</p> <p>Based on this information, Clerk to make Licence application.</p> <p>Chair requested that the Clerk also make an application to EDDC for a temporary suspension of the Public Spaces Protection Order banning dogs from the playing field to enable a dog show to take place.</p> <p>Clerk to note and action.</p> <p>b) Coronation Flag</p> <p>It was agreed that a coronation flag should be purchased for the Greenbank flagpole at a cost of approximately £70.</p> <p>Clerk to note and action.</p> <p>c) Container Planting</p> <p>Chair agreed to speak to Sue Burge of the Garden Club about the possibility of planting up the container on Greenbank prior to the event. Noted that, as the Coronation takes place in early May, this may not be possible.</p> <p>Clerk advised that a grant application in the sum of £1,650 had been submitted to the National Lottery Community Fund. Should this application be successful there will be funding available for the purchase of commemorative items for local children.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p>
D	<p>To authorise an application for additional on-line banking registrations:</p> <p>Cllr. Tribble confirmed that she had submitted her completed application to Lloyds Bank but had not yet received a card reader and security code. Cllr. Dalton was asked to complete her application for authorisation as soon as possible. Clerk pointed out that it was important to have sufficient signatories available to carry out the business of Council post-election.</p> <p>Clerk was requested to contact Lloyds Bank to try and expedite Cllr. Tribble's application.</p>	<p>Cllr. Dalton</p> <p>Clerk</p>

FC22/85	A	To consider and review Financial Reports for March 2023 Contents noted.	
	B	To review and, if thought fit, approve payments for March 2023 Chair proposed that invoices totalling £6421.34 be approved for payment. Seconded by Cllr. Burhop and carried with 4 votes in favour. Cllr. Tribble abstained as one of the payment recipients. Clerk to note and action payments on the due dates.	Clerk
	C	To consider the appointment of an Independent Auditor to carry out the 2022-23 audit Clerk advised that there had no been no response to the adverts carried in the parish magazine and quotations provided by audit service companies were in the region of £350. It was noted that, although it is best practice to change auditor on a regular basis, there is no legal requirement so to do. Chair therefore proposed that Chris Noake be asked to carry out the 2022-23 internal audit and that efforts be made to secure a new auditor in good time for the next financial year. Seconded by Cllr. Tribble and carried with 4 votes in favour. Cllr. Burhop abstained from the vote as a personal friend of Mr. Noake. Clerk to note and action.	Clerk
	C	Questions to RFO on the financial reports: None raised.	
FC22/86		Matters considered as urgent by presiding Chair for discussion only: None raised.	
FC22/87		To agree date, time and venue of next meeting 18 th April 2023 at the Pavilion, Back Lane, Newton Poppleford immediately following the NPPFF Trustee Board Meeting. Clerk to note and publicise accordingly.	Clerk
FC22/88		Motion not proposed as not required.	
FC22/89		Matters to be considered in committee session: Not required	

With no further business to consider, the Chair declared the meeting closed at 9.05pm.

Minutes of the Parish Council monthly Finance Meeting held on 20th March 2023

Approved and signed as a true record of the meeting

----- Chair

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