

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## Minutes of a meeting of the Finance Committee of Newton Poppleford and Harpford Parish Council held on Monday 20<sup>th</sup> November, 2023 commencing at 7.00pm.

**Present:** Cllrs. Walker (Chair), Carpenter, Dalton and Tribble  
Cllr. Lipczynski (observing only – no voting rights)  
Jacqui Baldwin, RFO  
1 member of the public

Chair outlined the Fire Regulations and evacuation procedure prior to opening the meeting.

### Public Forum

#### Questions and Representations from residents/parishioners

None raised.

Chair closed the Public Forum.

### To consider the following business:

		Action:
FC23/38	<b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b> Apologies for absence were received from Cllr. Tillotson due to ill health. Unanimously accepted.	
FC23/39	<b>Declarations of interest from members / Dispensations afforded</b> No declarations made or dispensations granted.	
FC23/40	<b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 16<sup>th</sup> October 2023:</b> <b>Chair proposed that the Minutes be approved as drafted. Seconded by Cllr. Dalton and resolved unanimously.</b> <b>To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda:</b> Chair confirmed that sufficient funds had been raised to purchase a tree in memory of the late Val Ranger. The GoFundMe account has now been closed.	
FC23/41	<b>BUSINESS TO BE CONSIDERED:</b>	
	A <b>To review the Annual Fireworks Event held on 3<sup>rd</sup> November 2023:</b> i) <b>Financial Assessment</b> A financial report had been circulated prior to the meeting showing an overall deficit of £276.70. Noted that the fireworks contractor had discounted his final invoice by £625 in recompense for the lateness of the display. Information is awaited from the PTFA regarding the ice cream concession which may alter the financial outcome. It was agreed that no refunds would be offered to those who complained as the timing of the fireworks does not appear on any of the publicity material. The discount	

		<p>provided by Rocketman may provide Council with the opportunity to give free admission to all children at the next event.</p> <p><b>ii) Future event planning</b></p> <p>Agreed that a public meeting should be held to discuss the format of the 2024 event as previously agreed. Increased ticket sales and funds raised by community groups indicate that this is a popular event with a high level of community support.</p>	
	B	<p><b>To consider a request for grant assistance – Ottery Help Scheme:</b></p> <p>Councillors felt that the application form submitted did not provide sufficient information about the project for which a grant of £377.50 has been sought.</p> <p><b>Clerk to request further information from the charity and place the request on the Agenda for Full Council on 27<sup>th</sup> November.</b></p>	Clerk
	C	<p><b>To review matters relating to the Public WC in School Lane:</b></p> <p>Councillors briefly discussed the format of the Public Consultation to take place on 21<sup>st</sup> November. Cllr. Tribble confirmed that she would chair the meeting.</p>	
	D	<p><b>To consider a request from the Community Speed Watch Team to fund the purchase of a body worn camera:</b></p> <p>Councillors noted that members of the Community Speed Watch team had been subjected to verbal abuse and intimidation in the course of their duties. Police had recommended the purchase of a body worn camera as a precaution and to gather evidence should further incidents occur.</p> <p><b>Chair proposed that Council should purchase a camera and harness at a cost of £54.98 as requested. Seconded by Cllr. Carpenter and resolved unanimously.</b></p> <p><b>Clerk to note and purchase the item as described on behalf of the CSW.</b></p>	Clerk
	E	<p><b>To consider and, if thought fit, approve the renewal of insurance on the former surgery building:</b></p> <p>Councillors noted the content of renewal documentation received from James Hallam insurance brokers inviting Council to renew insurance on the vacant surgery building at a cost of £557.60 for the period 10<sup>th</sup> December to 9<sup>th</sup> June 2024. As the building is empty insurers consider it a higher risk which is reflected in the premium. <b>Chair proposed that the insurance be renewed as recommended by the broker. Seconded by Cllr. Tribble and resolved unanimously.</b></p> <p><b>Clerk to note and advise brokers accordingly.</b></p>	Clerk
	F	<p><b>To consider the appointment of a new Internal Auditor for the year ending March 2024:</b></p> <p>Clerk reminded Councillors that, in accordance with Financial Regulations, a change of auditor is required to carry out the 2023-24 end of year internal audit. Councillors considered two quotations and <b>Chair proposed that a quotation in the sum of £250 be accepted. Seconded by Cllr. Tribble and resolved unanimously.</b></p> <p><b>Clerk to note and liaise with the successful contractor.</b></p>	Clerk
FC23/42	A	<p><b>To review and, if thought fit, approve payments for November 2023:</b></p> <p><b>Chair proposed that payments in the sum of £10,012.36 be authorised for payment. Seconded by Cllr. Dalton and resolved unanimously.</b></p> <p><b>Clerk to note and action.</b></p>	Clerk
	B	<p><b>To receive financial reports to the end of October 2023:</b></p>	

		Noted.	
	C	<b>To consider the first draft of the 2024-25 Parish Council Budget and Precept:</b> Councillors discussed Budget options 1 and 2 and the impact on the 2024-25 Precept. <b>It was proposed by the Chair to put both options forward to the Full Council for consideration with a recommendation that a Precept of £74,571 be approved. Seconded by Cllr. Tribble and resolved unanimously.</b> <b>Clerk to note and action.</b>	Clerk
	D	<b>To note receipt of a CIL payment from EDDC:</b> Clerk reported receipt of a payment of £4,437.88 being the CIL payment due in relation to the development of two bungalows at King Alfred Way. This sum must be spent by Council within the next 5 years.	
	E	<b>Questions to RFO on the financial reports:</b> None raised.	
<b>FC23/43</b>		<b>Matters considered as urgent by presiding Chair for discussion only:</b>	
		None raised.	
<b>FC23/44</b>		<b>To agree date, time and venue of next meeting</b>	
		7.00pm on 11 <sup>th</sup> December 2023 at The Pavilion, Back Lane, Newton Poppleford. <b>Clerk to note and publicise accordingly.</b>	Clerk
<b>FC23/45</b>		<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.</b> Chair thanked the member of the public present for his attendance.	
<b>FC23/46</b>		<b>Matters to be considered in committee session:</b> a) To note the new Local Government Association Salary Scales 2023-24: Councillors noted that the new pay scales are effective from April 2023. b) To consider payment of Parish Honorariums (under S137 of the Local Government Act) to persons providing services to the parish in recognition of the costs incurred in the execution of their duties. It was noted that in all cases the benefit to the parish had been suitably demonstrated and the sums involved were commensurate with the benefit obtained. <b>It was proposed by Cllr. Tribble that the following sums be paid: £125, £125, £50 and £50. Seconded by Cllr. Walker and resolved unanimously.</b> <b>Clerk to arrange for these payments to be made in accordance with the powers afforded by S.137 of the Local Government Act.</b>	

With no further business to consider, the Chair declared the meeting closed at 8.30pm.

**Approved as a true record of the business conducted at this meeting**

..... **Chair** ..... **Date**