

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at the Pavilion, Back Lane, Newton Poppleford on Monday 13<sup>th</sup> May, 2024 commencing at 7.30pm.

**Present:** Cllrs. Walker (Chair), Lipczynski and Tillotson  
Jacqui Baldwin, Clerk and RFO

**Chair outlined Fire Regulations and evacuation procedure. There being no members of the public present a public forum was not held.**

|         |  | Action: |
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| FC24/01 | <b>To consider apologies for absence and approve if accepted (LGA 1972 S.85(1))</b><br><b>Chair proposed that apologies received from Cllrs. Carpenter and Tribble be accepted and approved. Seconded by Cllr. Tillotson, resolved unanimously.</b>  |         |
| FC24/02 | <b>Declarations of interest from members / Dispensations afforded</b><br><br>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Annual Meeting held on 22 <sup>nd</sup> 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 This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.   |         |
| FC24/03 | <b>To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 22<sup>nd</sup> April 2024:</b><br><b>Chair proposed that the Minutes be approved as drafted. Seconded by Cllr. Lipczynski and resolved unanimously.</b><br>To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda:<br><b>a) Multi-Use Games Area Maintenance</b><br>Clerk advised that, following the last meeting, invitations to quote for the annual maintenance of the MUGA surface were sent to 5 contractors. Of the two responses received, one did not quote due to travel distance and the other quoted £995 + VAT per visit. Cllr. Lipczynski suggested that the 5-year maintenance quote received from the surface installer therefore offers value for money at £775 + VAT per annum, particularly in these inflationary times. <b>Chair proposed that the Finance Committee recommend to Full Council that this quotation be accepted with a contract start date of April 2025. Seconded by Cllr. Lipczynski, resolved unanimously.</b><br><b>Clerk to note and action.</b><br><b>b) Allotment Tenancy Fees</b><br>Noted that Full Council had agreed to increase annual maintenance fees to £10 per quarter plot. Total cost per quarter plot will therefore rise to £20 per annum from 1 <sup>st</sup> April 2025. | Clerk   |
| FC24/04 | <b>BUSINESS TO BE CONSIDERED:</b><br><b>A To note receipt of a CIL payment from EDDC:</b><br>Clerk notified members that a CIL payment of £4,437.88 had been received from EDDC. This increases the CIL fund to £13,774. It was noted that Council will need to consider how this money should be spent to benefit the whole community.  |         |

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|         | B | <b>To receive an update on the renewal of Council’s Insurance due on 9<sup>th</sup> June:</b><br>A copy of the annual insurance review report was circulated to members prior to the meeting. The renewal quotation is awaited.   |       |
|         | C | <b>To receive an update on the progress of the End of Year Audit and Governance Return (AGAR) for 2023/24:</b><br>Clerk advised that the report of the Internal Auditor is awaited. It is unlikely to be received prior to the Annual Meeting on 20 <sup>th</sup> May and Council will therefore need to approve the end of year accounts at the June meeting. The deadline for submission of the Annual Return to external auditors is 1 <sup>st</sup> July.                               |       |
| FC24/05 | A | <b>To review and, if thought fit, approve payments for May 2024:</b><br><b>Chair proposed that payments in the sum of £2,803.87 be approved.</b><br><b>Seconded by Cllr. Lipczynski and unanimously resolved.</b><br><b>Clerk to bring updated list of invoices to Full Council for approval on 20<sup>th</sup> May.</b>  | Clerk |
|         | B | <b>To receive and review financial reports to the end of April 2024:</b><br>i) <b>Cashbook Summary</b><br>ii) <b>Cashbook Analysis</b>  |       |
|         | C | <b>Questions to RFO on the financial reports:</b><br>No questions raised.   |       |
| FC24/06 |   | <b>Matters considered as urgent by presiding Chair for discussion only:</b><br>Chair advised that the National Association of Local Councils had recently published an updated version of their Model Financial Regulations with a recommendation that this is adopted by all Councils. This template document requires review and adaptation to each Council’s circumstances. It was agreed that the Finance Committee will deal with this matter August when there are no other meetings. |       |
| FC24/07 |   | <b>To agree date, time and venue of next meeting</b><br>The next meeting will take place on Monday, 17 <sup>th</sup> June 2024 at the Pavilion, Back Lane, Newton Poppleford.   |       |
| FC24/08 |   | <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><br>Proposal not made as there were no such matters requiring discussion.<br>There being no further business to consider the meeting closed at 8.20pm.                                  |       |

**Approved as a true reflection of the business of the meeting**

**Signed ..... Chair**

**Date .....**