

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at the Pavilion, Back Lane, Newton Poppleford at 7.15pm on Monday 17th June, 2024.

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

Chair reminded those present of the Fire Regulations and evacuation procedure. As there were no members of the public present a Public Forum was not held.

		Action:
FC24/08	To consider apologies for absence and approve if accepted: All committee members present – no apologies received.	
FC24/09	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 This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant. Cllr. Hughes was afforded a dispensation to discuss and vote upon matters pertaining to trees at the Ordinary Meeting held on 27 th June 2023. This dispensation applies until May 2027 (unless rescinded prior to that date) and is afforded in respect of his personal and disclosable pecuniary interest as owner of Bowhayes Trees Limited, Bowhayes Farm, Venn Ottery.	
FC24/10	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 13th May 2024: Chair proposed that the Minutes be approved as drafted. Seconded by Cllr. Tribble and resolved with 4 votes in favour and 1 abstention (Cllr. Hughes not having been present at the meeting). To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda: Chair noted that the new NALC model Financial Regulations would be discussed in August.	
FC24/11	BUSINESS TO BE CONSIDERED:	
A	To confirm renewal of Council’s insurance and the premium payable for 2024-25: Chair proposed that Council’s All Risks and Property Insurance be renewed on the terms set out in the Insurance Renewal Report which had been circulated prior to the meeting. Commercial Combined Insurance premium for the year will be £3,745.65 and Property Insurance for the former surgery building £608.10 which is in line with Budget. Seconded by Cllr. Hughes and resolved unanimously. Clerk to note. Decision to be ratified at the June Full Council meeting.	Clerk
B	To consider matters relating to the children’s Play Area: i) To note the contents of the annual RoSPA inspection report. ii) To approve quotations for repairs to play equipment.	

	<p>Chair proposed that a quotation for essential repairs to play equipment in the sum of £555 plus VAT be accepted. Additionally, Chair proposed that, as recommended by the RoSPA inspector, a new cantilever swing seat be purchased at a cost £975.80 plus VAT and installation fees of £200. Proposal seconded by Cllr. Tribble and resolved unanimously.</p> <p>Clerk to note and action.</p> <p>Chair noted that these costs fell within the playground equipment and repairs budget of £3,000. Clerk confirmed that the parish maintenance contractor would carry out all minor repairs and servicing.</p>	Clerk
C	<p>To consider a request for provision of a bus shelter in Station Road:</p> <p>Cllr. Tribble reported that several residents had requested a bus shelter in Station Road. Quotations had been obtained from the supplier of the two existing bus shelters in the village. A 2-bay shelter with windbreak end panels would cost £3,953 to purchase. In addition, there would be installation fees and a cost to prepare the base. In addition, the supplier had provided a quotation of £1,925 to refurbish the existing bus shelters by replacing all glazing panels which are in poor condition.</p> <p>Cllr. Tribble confirmed that she had spoken to the residents of the property adjacent to the A3052 and they would have no objection to the installation of the shelter.</p> <p>Clerk advised that DCC’s Road Safety Team would need to approve the shelter design due to its proximity to the junction with Back Lane. If Council resolves to proceed then formal permission will be sought.</p> <p>Councillor Hughes agreed to contact a local contractor to obtain a price to extend the existing bench plinth to accommodate the shelter. The 2012 Jubilee bench will need to be relocated. In the meantime, Clerk to arrange for the existing shelters to be power-washed.</p> <p>Chair proposed that a recommendation should be put to Council’s July meeting that a new bus shelter be purchased and the existing shelters refurbished using available CIL funds. Seconded by Cllr. Tribble and resolved unanimously.</p> <p>Clerk to note and place on agenda for July Full Council meeting.</p>	Clerk
D	<p>To receive an update on the progress of the End of Year Audit and Governance Return (AGAR) for 2023/24:</p> <p>i) To note the contents of the Internal Auditors Report.</p> <p>Clerk was requested to clarify with the auditor his comments regarding information to be provided on the Asset Register and to speak to DALC about community asset values. If required amendments will be made to the Asset Register at the July meeting.</p> <p>Clerk to action and report back to the committee.</p> <p>ii) To note the requirements of Section 1 of the Annual Governance Statement and to confirm that Council has complied with the same.</p> <p>Members agreed that Council had complied with all the requirements of Section 1 and would recommend that Council approve this document for signature by the Chair at the June Council meeting.</p> <p>iii) To confirm the dates for publication of the Notice Period for the Exercise of Public Rights.</p>	Clerk

		Clerk advised that the period during which electors may exercise rights relating to the Annual Accounts would commence on 26 th June and end on 7 th August. Notices will be posted on Council websites and noticeboards on 25 th June.	
FC24/12	A	To review and, if thought fit, approve payments for June 2024: Chair proposed that invoices totalling £7,832.92 be approved for payment. Seconded by Cllr. Lipczynski and resolved unanimously. Clerk to place on the agenda for the June Council meeting for ratification.	Clerk
	B	To receive and review financial reports to the end of May 2024: i) Cashbook Summary ii) Cashbook Analysis	
	C	Questions to RFO on the financial reports: None raised.	
	D	Finance Committee membership: Cllr. Lipczynski confirmed that he would like to remain on the Finance Committee for the current year. Clerk advised that, as Cllr. Lipczynski was previously co-opted as a temporary member of this committee, his appointment would have to be ratified at the forthcoming Council meeting.	
FC24/13		Matters considered as urgent by presiding Chair for discussion only:	
FC24/14		To agree date, time and venue of next meeting:	
		The next meeting will take place on 22 nd July 2024 commencing at 7.15pm.	

With no further business to consider, the Chair declared the meeting closed at 8.15pm.