

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

Minutes of a meeting of the Finance Committee held at The Pavilion, Back Lane, Newton Poppleford on Monday 22nd July, 2024 commencing at 7.20pm.

Present: Cllrs. Walker (Chair), Hughes, Lipczynski, Tillotson and Tribble
Jacqui Baldwin, Clerk & RFO
1 member of the public

Prior to opening the Public Forum the Chair outlined the Fire Regulations and evacuation procedure

Public Forum

Questions and Representations from residents/parishioners

As there were no questions or representations from the member of the public present the Public Forum was closed.

		Action:
FC24/15	To consider apologies for absence and approve if accepted: All members of the committee present. No apologies received.	
FC24/16	To receive any declarations of interest relating to items outlined in this agenda: None received.	
FC24/17	To elect a Chair of this Committee: Cllr. Lipczynski nominated Cllr Walker as Chair. Cllr. Walker confirmed her acceptance of the nomination which was seconded by Cllr. Tribble and resolved unanimously.	
FC24/18	To elect a Vice Chair of this Committee: There were no nominations for Vice Chair. In the absence of the Chair at a committee meeting a member of committee will be nominated to Chair.	
FC24/19	To consider and, if thought fit, approve the Minutes of the Finance Committee of the Council held on 17th June 2024: Cllr. Walker proposed that the Minutes be approved as drafted. Seconded by Cllr. Hughes and resolved unanimously. To consider Matters Arising from those Minutes not dealt with elsewhere on this Agenda: <ul style="list-style-type: none">i) Council's Insurance Clerk confirmed that the insurance had been renewed as directed by Council.ii) Playground Repairs All repairs to play equipment required by the RoSPA inspection report have been completed.iii) Provision of a new bus shelter in Station Road Clerk advised that approval of the design of the proposed new bus shelter is awaited from DCC's Road Safety Team. Cllr Tribble circulated a quotation received from a local contractor to improve the bench seating in the two existing shelters and carry out some remedial work to the	

		structure. Total costs, including fitting, £544 plus VAT. Clerk confirmed that this matter will be on the agenda for discussion by Full Council on 29 th July.	
FC24/20		To consider any matters listed on this Agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960: Chair proposed that, as there was a member of the public present, agenda item FC24/21E should be discussed in committee. Seconded by Cllr. Lipczynski and resolved unanimously.	
FC24/21		BUSINESS TO BE CONSIDERED:	
	A	To approve a Budget for the 2024 Annual Fireworks event: Chair proposed that the budget for the fireworks contractor be set at £3,500 ex VAT as previously discussed by Full Council at its June meeting. Seconded by Cllr. Tribble and resolved unanimously. A budget for the whole event will be discussed by the event working party in due course.	
	B	To consider a request from the Climate Change Group that Council purchases specimen trees for planting in Meadow Drive: The CCG has requested that Council fund the purchase of three additional trees for Meadow Drive. It was agreed that Cllr. Hughes should discuss this request and the request from VOSRA to plant an orchard on Venn Ottery Village Green with Mrs Cameron-Webb and come back to the committee with a cost estimate.	HH
	C	To review, and if thought fit, approve the revised format of the Fixed Assets Register: The new format of the Fixed Assets Register, as recommended by the Internal Auditor, was approved. Clerk was asked to add the new bench in Burrow which had been gifted by a resident and also to note on the register that the MUGA drag mat had been donated by the Community Café.	Clerk
	D	To arrange a review of new NALC Model Financial Regulations: Chair and Clerk to meet to commence this process before bringing back to the committee for further discussion.	Chair/Clerk
	E	To note advice received from Gatehouse Chambers in relation to the former surgery building and consider next steps: See below.	
	F	To discuss remedial works required to Back Lane (Tennis Court) Car Park: Clerk advised that she had asked a local contractor to provide a quote to fill in the potholes with scalpings and level the car park. This work requires completion prior to the Fireworks event.	
	G	To discuss progression of the WC Refurbishment project: Chair noted that, disappointingly, no progress has been made on this matter as the Clerk has been awaiting feedback on the draft Tender documents from the WC Working Party. Chair proposed that Clerk should proceed to publish the Tender documents in order that quotations are available for discussion at the September Finance Committee meeting. Seconded by Cllr. Tribble and resolved unanimously. Clerk to note and action.	Clerk

FC24/22	A	To review and, if thought fit, approve payments for July 2024: Chair proposed that invoices totalling £11,545.95 be approved for payment. Seconded by Cllr. Tillotson and resolved unanimously. Clerk to place on July agenda for ratification by Full Council.	Clerk
	B	To receive and review financial reports to the end of June 2024: i) Cashbook Summary ii) Cashbook Analysis iii) Budget Monitor – Q1	
	C	Questions to RFO on the financial reports: There were no questions raised on the above financial reports.	
FC24/23		Matters considered as urgent by presiding Chair for discussion only: None raised.	
FC24/24		To agree date, time and venue of next meeting: The next meeting will take place on 23 rd September 2024 commencing at 7.15pm in the Pavilion, Back Lane, Newton Poppleford.	
		At 8.05pm Chair stated that, under the provisions of the Public Bodies (Admission to Meetings) Act 1972, the public would now 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. Chair thanked the member of the public present for his attendance.	
		Matters discussed in committee session: FC24/21E: To note advice received from Gatehouse Chambers in relation to the former surgery building and consider next steps: Clerk was requested to contact Gatehouse Chambers to obtain an estimate of their charges for assisting with an application to the Lands Tribunal for modification of the restrictive covenant.	Clerk

With no further business to consider, the Chair declared the meeting closed at 8.20pm.