

NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting on Tuesday 26th May 2020 at 7pm held remotely as per Clause 78 of the Coronavirus Act 2020 and broadcast as a “Livestream” event on the Parish Council Facebook Page.

ACTION by:

	<p>Present Cllrs Burhop (Chair), Walker (Vice-Chair), Dalton and Tillotson. (Q) Clerk. 0 members of the public. Meeting began at 7.00pm.</p>	
Public Forum	<p>Virtual Meeting Regulations Chair Outlined Public Questions No public questions or representations. Chair closed the public forum at this point.</p>	
FC20/017	<p>Apologies for absence: No apologies received. It was noted that former Cllr. Audrey Lee had resigned from Council (and thus this committee) since the date of the last meeting. Chair thanked Mrs. Lee for her service to the community during her time as a member of the Parish Council.</p>	
FC20/018	<p>Declarations of Interest made: All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such. Chair declared a personal interest as an acquaintance of an employee of WPS insurance, who lives in the parish (FC 20/20f.)</p>	
FC20/019a)	<p>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 10th February 2020 as previously circulated to members. Approval of minutes was proposed by Chair, seconded by Vice-Chair. Resolved unanimously. Chair was unable to sign the minutes as a true and accurate record of that meeting and this will be done as soon as is possible given current restrictions. <i>Matters arising:</i> <i>CCTV installation project. The local contractor is anticipated to be restarting business (post CV-19 closedown) shortly and Chair will make contact to resume discussions.</i></p>	
FC20/019b)	<p>To note the earlier postponement of the Finance Committee meeting arranged for 19th March which was cancelled due to the Coronavirus situation and in accordance with guidance received from DALC and HM Government. <i>Noted.</i></p>	
	<p>Business to be considered:</p>	
FC20/020a	<p>a) To consider Council’s Action Plan for 2020/21: Chair suggested that this matter be deferred until later in the meeting to take into account other matters which will be considered beforehand. Agreed unanimously.</p>	

FC20/020b	<p>b) To consider further options and quotations for replacement play equipment at Play Area in Turners Close belonging to EDDC (as deferred from the Ordinary meeting held 18th May 2020):</p> <p>Clerk had prepared a further report based on additional quotation and correspondence from Contractor K which was considered by members of committee.</p> <p>It was felt by members that the quotations offered did not represent good value for the Parish Council and were out of budget with the available funds via Section 106 contributions. It was therefore agreed that Clerk would be directed to return to EDDC's Senior Engineer to establish what could be installed at that site, for what cost, in what timeframe and also to liaise with the EDDC Asset Officer and Portfolio holder to establish whether the entire site might be transferrable to the Parish Council to prevent any future overlap between capital expenditure and freehold ownership.</p> <p>Clerk: Please note and action accordingly</p>	Clerk
FC20/020c	<p>c) To consider matters pertaining to Grounds Maintenance Tender 2021-24 and to make recommendations to Council accordingly:</p> <p>After discussion, it was agreed that Clerk will circulate a schedule of areas covered by the existing tender document, additional areas added to schedule since tender was awarded, and further areas that might benefit from inclusion in the next schedule. Committee felt that a further discussion in June and July would enable a tender document to be published and publicised in late July with the award of the tender contract ideally scheduled by the end of August.</p> <p>Clerk: Please note and add to June & July FC agenda accordingly and prepare the revised maintenance plans / schedules and tender document draft for committee to consider.</p>	Clerk
FC20/020d	<p>d) To consider proposals to switch Council's primary bank account to another financial organisation in light of recent service issues:</p> <p>Clerk had provided a brief report and hyperlinks to the website for the proposed alternate bank account provider. After discussion, it was proposed by Chair, seconded by Vice-Chair, that Council open two new current accounts * and an instant access savings account with the suggested provider and, once opened, move sums (to be agreed) to the new accounts, including CIL ** reserves which are currently held with another banking provider. Council's earmarked reserves could be partially moved to the new savings account also. 3rd account to be closed. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly. Authorised Signatories are to be three of the four existing members of the Finance Committee and Clerk (as RFO) is to be granted create & view-only access but not authorisation mandate.</p> <p>* One for CIL **, one for General Cash Balance ** CIL – Community Infrastructure Levy (funds)</p>	Clerk

FC20/020e	<p>e) To consider grant applications received from organisations seeking grant assistance from the Parish Council as per extant Grant Award policy:</p> <p>Two applications had been received.</p> <p>Chair proposed, seconded by Cllt. Tillotson, that Exmouth Ring and Ride Service be awarded the full sum sought of £316.10, on the condition that a formal grant application form is completed. Resolved unanimously.</p> <p>Chair further proposed, seconded by Vice-Chair, that the Newton Poppleford Playing Field Foundation be awarded the full sum sought of £1000, subject to this decision being ratified by the Full Council at the next Ordinary meeting in June. <i>All Councillors present re-stated their declaration of personal interests as members of the NPPFF Trustee Board</i> Resolved with 2 abstentions (MT/LD who also represent the Pavilion Management Committee in an unpaid capacity)</p> <p>Clerk: Please note and contact ER&RS to obtain the necessary paperwork and furthermore add an agenda item to the June meeting to ratify the latter decision of this committee.</p>	Clerk
FC20/020f	<p>f) To approve annual insurance premium for Council's All-Risks cover with RSA at the sum of £1967 (as part of the Long-Term Agreement signed previously):</p> <p><i>Chair declared a personal interest earlier under FC20/18 as he is an acquaintance of the broker for the policy, who lives in the parish.</i></p> <p>It was proposed by Vice-Chair, seconded by Cllr. Dalton, that this payment be made to ensure that cover remained in place. Resolved with one abstention (Chair)</p> <p>Clerk: Please note and add to June's Financial Payments Schedule for Full Council's approval at the next Ordinary meeting. Please advise the agent that this decision has been formally made and payment is forthcoming.</p>	Clerk
FC20/020g	<p>g) To consider matters relating to Council's Annual Risk Assessment (part 3/3):</p> <p>Finance Committee considered part 3 of the Annual Risk Assessment and made revisions as discussed; these included: <i>Website risks lowered due to recent upgrades and enhancements as per accessibility regulations.</i> <i>Neighbourhood Plan updates.</i> <i>NPPFF risks and relationship with Council</i></p> <p>Chair proposed that the new substantive Risk Assessment be recommended as complete and referred to next Full Council meeting for formal adoption. Resolved Unanimously</p> <p>Clerk: Please amend as directed and re-circulate to all members of Council prior to next Ordinary meeting.</p>	Clerk

FC20/020h	<p>h) To consider request for additional dog bin unit (and annual emptying contract with EDDC) on Footpath One at King Alfred Way junction:</p> <p>This request had been received from a parishioner. Chair outlined his objection on the basis of cost (£400+) and the fact that – as a regular user of this path – he did not see the problem as being significant. Other Councillors agreed. As an alternative solution, Chair proposed – seconded by Cllr. Tillotson – that Clerk arrange for two A4 hard signs to be installed at either end of this footpath section (asking walkers to pick and bag their dog’s mess for disposal in the nearest bin) at a cost of approximately £25. Resolved unanimously.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC20/020i	<p>i) In light of new arrangements for the holding of Parish Council meetings (Clause 78 as above), members to consider rescinding the emergency delegated powers afforded to Clerk at an earlier meeting of the Parish Council subject to the extant Financial Regulations and Standing Orders of the Council, noting that certain delegated powers will still remain in place:</p> <p>Clerk explained the legal reason for this agenda item and why he felt that the emergency powers were no longer necessary and that they should be immediately rescinded. It was proposed by Chair, seconded by Vice-Chair, that the previously resolved emergency delegated powers (related to CV-19) be immediately rescinded. Resolved unanimously.</p> <p>Clerk: Please note.</p>	Clerk
FC20/020j	<p>j) To consider matters pertaining to the WC block at Roberts Way:</p> <p>Clerk confirmed that the facilities were still closed in light of Government guidance on such amenities and the issues with maintaining stringent hygiene and infection control in respect of Covid-19 situation. It was agreed that the costs to re-open the facilities (which were not suitable for social distancing measures) were prohibitive and almost impossible to implement locally. It was noted that EDDC was considering opening some public WC’s in the area but that this was also fraught with difficulties and has significant cost implications.</p> <p>It was agreed that the issue of the public WC’s should be a standing item on the Fin.Comm. agenda until further notice.</p> <p>Clerk: Please note and action accordingly</p> <p>It was discussed that, in light of CV-19 cleaning issues, the proposed refurbishment design should be re-visited to consider whether some degree of automated-self-cleaning could be integrated and at what cost? Clerk was asked to investigate options and report back to next Fin.Comm. meeting</p> <p>Clerk: Please note and investigate as directed & report back.</p>	Clerk Clerk

FC20/020a	<p>a) To review Council's Action Plan:</p> <p>This matter had been deferred from earlier in the meeting at the Chair's suggestion.</p> <p><i>Amendments made to the extant Action Plan by members.</i></p> <p>Clerk: Please revise AP as directed and circulate to all members of Council as a substantive document for the next Ordinary meeting in June.</p>	Clerk
FC20/021	<p>Matters considered as urgent by presiding Chair:</p> <p>Chair reported that, at present, the village halls and Pavilion could not safely be re-opened until government guidance and social distancing regulations were relaxed, and only when a full Risk Assessment had been carried out to safeguard users.</p> <p><i>It was proposed by Chair, under his delegated authority, and using the CV-19 funds received by way of financial grants for such a purpose, to provide a touch-free hand-sanitiser dispenser (and a supply of hand sanitiser) to each of the village halls, including the Pavilion and the new Church Meeting Room – subject to making contact with each venue to ensure that they are willing to accept this offer from the Parish Council.</i></p> <p>Chair also asked that the matter of CV-19 resilience etc be added to the Action Plan as already discussed.</p> <p>Clerk: Please note and action accordingly using the delegated powers afforded to the Chair, and the Section 137 power available to the Council.</p> <p>Please also revise Action Plan as directed.</p>	Clerk
FC20/022	<p>Date and time of next Finance Committee meeting;</p> <p>It was proposed that the next meeting of the Finance Committee be held on Tuesday 23rd July, 7pm, meeting to be held remotely as per Clause 78 legislation (see above).</p>	
FC20/023	<p><i>It was proposed that, under the provisions of the Public Bodies (Admission to Meetings) Act 1960, as amended by Local Government 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. (P) Chair. (S) Vice-Chair. Resolved unanimously.</i></p> <p><i>The Clerk stopped the Livestream broadcast at this point and no further participants to the meeting webinar were admitted. Clerk confirmed that the meeting had moved into Committee to consider the matters shown on the published agenda.</i></p>	
FC20/024	<p>Matters to be considered in committee:</p> <p>a) Clerk reported on an employment matter relating to employee leave, and future working hour patterns. Noted by Chair and members of committee. The latter matter was referred to the Personnel Committee for their consideration when they next convene.</p>	

	With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.45pm.	
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Signed as a true record of the meeting above:

Chair: _____

Date: _____