

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Draft – yet to be approved

Minutes of the Parish Council Finance Committee meeting on Thursday 18<sup>th</sup> March 2021 at 6.30pm 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><b>Present</b>                  Cllrs Burhop (Chair), Walker (Vice-Chair) and Dalton (Q) Clerk. 0 members of the public.                  Meeting began at 6.30pm.</p>	
<b>Public Forum</b>	<p><b>Virtual Meeting Regulations</b> Chair Outlined.  <b>Public Questions</b>                  No public questions or representations.                  Chair closed the public forum at 6.35pm.</p>	
FC20/070	<p><b>Apologies for absence:</b>                  Cllr. Tillotson had sent her apologies.                  Approval of absence proposed by Chair, seconded by Cllr. Dalton.                  Resolved unanimously.</p>	
FC20/071	<p><b>Declarations of Interest made:</b>                  All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.   <i>Chair reminded all members of committee that they could, and should, declare any further interests during the meeting as they became apparent.</i></p>	
FC20/072	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting 18<sup>th</sup> February 2021 as previously circulated to members;</b>                  Cllr. Dalton proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Walker. Resolved unanimously.                   Matters arising:  <i>None</i></p>	
	<b>Business to be considered:</b>	
FC20/073a	<p><b>a) To receive report from Clerk on cemetery headstone “tip-testing” as requested:</b>                   Report noted. Chair thanked Council’s insurance broker for advice provided. It was agreed that Clerk will instigate the suggested works in this regard after the lockdown restrictions ease and report back to Finance Committee accordingly with the results of the testing programme.                  Clerk: Please note and action accordingly.</p>	Clerk

FC20/073b	<p><b>b) To consider proposals for the installation of a permanent electrical supply on Greenbank with associated cabinet to provide for mains powered festive illuminations in the future:</b></p> <p>Clerk had obtained quotes for these proposed works.  It was proposed that Council should proceed with the project to provide a permanent electrical supply for Council's use on Greenbank, at a cost of £1000 plus VAT.  Proposed by Cllr. Dalton, seconded by Cllr. Walker.  Resolved unanimously.</p> <p>Clerk: Please note and action accordingly, liaising with relevant parties to make the necessary arrangements.</p> <p>The matter of the proposed festive illuminations was deferred until September for reconsideration to coincide with the proposed installation of the fixed Christmas Fir Tree.  Clerk: please add to SEP Fin.Comm. agenda for discussion</p>	<p>Clerk</p> <p>Clerk</p>
FC20/073c	<p><b>c) To consider update on recent resolutions for purchase and installation of additional parish amenities in King Alfred Way:</b></p> <p>Clerk provided an update on progress. Decision currently resting with site owners (developers). No further progress despite regular chasing emails. Clerk was asked to continue pushing for decision.</p> <p>Clerk: Please note and action accordingly. Please liaise with Parish Maintenance Contractor when consents obtained.</p> <p>Chair suggested that a 2<sup>nd</sup> grit/salt bin be installed at the north-western part of the site for the benefit of residents there.  Clerk: please add that suggestion to the email thread with the landowner and update F/Comm. with outcome.</p>	<p>Clerk</p>
FC20/073d	<p><b>d) To consider recent advice from insurance broker as to limit of Council's liability where play equipment for differing age groups is contained within one play area:</b></p> <p>Clerk provided a verbal report (supplemented with insurers written advice) on this subject. In light of this advice;</p> <p>It was suggested that Clerk obtain quotes for suitable signage to make clear the responsibility upon users for the safe and reasonable use of the equipment at the Back Lane play area site.</p> <p>Clerk: Please note and arrange accordingly.  Please add to next Fin.Comm. agenda for consideration.</p>	<p>Clerk</p>

FC20/073e	<p><b>e) To consider implementation of a CyberProtection Insurance Policy as per broker recommendation:</b></p> <p>Clerk had sought clarification from the broker as to the comparison between the two “CyberRisk” policies reviewed recently by members of F/Comm. committee.</p> <p>After discussion, it was proposed by Cllr. Dalton, seconded by Cllr Walker, that Council approves the implementation of the Traveller Policy, at a cost of £391 for £100,000 liability policy cover as recommended. It was also proposed substantively to increase the 2021-22 insurance budget to £2400 per annum. Resolved unanimously.</p> <p>Clerk: Please note and liaise with broker to arrange said policy at terms and policy indemnity levels indicated.</p>	Clerk
FC20/073f	<p><b>f) To consider update on arrangements and negotiations to provide a new primary into Venn Ottery Village Green via the SW corner:</b></p> <p>Clerk provided a verbal report on recent site meeting (with Chair and Cllr. Hughes) between interested / relevant parties. It was suggested by Chair that this was a matter for Full Council to consider on the 29<sup>th</sup> March, in Committee session due to the nature of the business to be discussed.</p> <p>Clerk: Please add to the 29/3 ORD agenda as a committee section agenda item. Please forward the P&amp;C report to all members for their consideration.</p>	Clerk
FC20/073g	<p><b>g) To receive report from RFO as to proposed AGAR &amp; Audit arrangements for the current financial year in light of recent announcements for meetings post-6<sup>th</sup> May 2021:</b></p> <p>Report received and noted. Chair asked that the report be presented to Full Council on 29<sup>th</sup> March and that Clerk keep Councillors updated as to ongoing developments in this regard.</p> <p>Clerk: Please note and action accordingly.</p>	Clerk
FC20/073h	<p><b>h) To consider arrangements for progression of the Parish Emergency Plan:</b></p> <p>It was proposed by Chair that the current draft plan be forwarded by Clerk to DCC EP team (Devon Communities Together) for their review, with the findings fed back to the Finance Committee for their review at a later meeting. Resolved unanimously.</p> <p>Clerk: please note and action accordingly.</p>	Clerk

FC20/074	<p><b>To consider matters pertaining to Risk Assessment:</b></p> <p>i) Clerk had circulated a draft of the revised 2021-22 Risk Assessment to all members of the Committee (and Cllr. Chapman) beforehand for their review and perusal.</p> <p>After discussion, further revisions were made (to parts 2 &amp; 3) and were integrated into draft working document.</p> <p>Clerk: Please prepare final, substantive version of the draft document and circulated to all members of Council for a review at the April 26<sup>th</sup> Ordinary meeting.</p> <p>One additional item was raised by Chair who asked that it be considered at a forthcoming ORD meeting for members to consider and discuss; namely, should the Parish Council seek external legal advice on the continuation of the Council's role as Sole Management Trustee to the NPPFF, given the duality of members duties and responsibilities in that respect. Agreed unanimously.</p> <p>Clerk: Please add to agenda of the ORD meeting of Council at the earliest opportunity.</p>	<p>Clerk</p> <p>Clerk</p>
FC20/075	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>The matter of post-end-of-year accounts closedown "virements" should be discussed at the April Fin.Comm. meeting when the exact end-of-year accounting position is clarified and agreed by AGAR process.</p> <p>Clerk: Please add "Virements" as an agenda item to April FC meeting.</p>	<p>Clerk</p>
FC20/076	<p><b>Date and time of next Finance Committee meeting;</b></p> <p>It was suggested that the next meeting of the Finance Committee be held on Thursday 15<sup>th</sup> April 2021, 6.30pm start; the meeting to be held remotely as per Clause 78 legislation.</p> <p>Clerk: Please note and publicise accordingly.</p>	<p>Clerk</p>
FC20/077	<p>It was NOT 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 as there was no business to discuss in this manner.</p> <p>Chair thanked all members of the public for taking part via Facebook Livestream.</p>	
FC20/078	<p><b>Matters to be considered in committee:</b></p> <p>This agenda item was not considered or discussed (as above).</p>	
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.20pm.</b></p>	

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*Signed as a true record of the meeting above:*

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

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