

# NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL

Minutes of the Parish Council Finance Committee meeting held on Monday, 14<sup>th</sup> March 2022  
at 7.00pm at The Pavilion, Back Lane, Newton Poppleford.

**ACTION by:**

	<p><b>Present:</b></p> <p>Cllrs Walker (Chair), Burhop (Vice Chair), Dalton and Tillotson (Q) No members of the public present. Meeting began at 7.00pm.</p>	
<b>Public Forum</b>	<p><b>Fire Regulations and Covid Compliance guidance:</b></p> <p>Chair outlined both to those present. As there were no members of the public in attendance Chair closed the public forum at 7.02pm.</p>	
FC21/069	<p><b>Apologies for absence:</b></p> <p>Apologies for absence were received from Cllr. Tribble.</p>	
FC21/070	<p><b>Declarations of Interest made:</b></p> <p>All members present are, by definition, members of the NPPFF Trustee Board and declared their interests as such.</p> <p>Cllr. Tillotson was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 22/7/2019. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as Allotment Manager and an allotment tenant.</p> <p>Cllr. Dalton was afforded a dispensation to discuss and vote upon matters pertaining to Parish allotments at the Ordinary Meeting held 29/3/2021. This dispensation applies until May 2023 (unless rescinded prior to that date) and is afforded in respect of her personal and disclosable pecuniary interests as an allotment tenant.</p> <p><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>	
FC21/071	<p><b>To consider and, if thought fit, to approve the minutes of previous Finance Committee meeting held on 17<sup>th</sup> February 2022 as previously circulated to members:</b></p> <p><b>Cllr. Dalton proposed that the minutes be adopted as a true record of the meeting. Seconded by Cllr. Tillotson. Resolved unanimously.</b></p> <p><b>Matters arising:</b></p> <p><i>Site Meeting with Arccas relating to drain clearance in Webbers Meadow (FC21/045d) has taken place and plan of action has been agreed. Work to take place in April subject to weather conditions.</i></p>	

	<b>Business to be considered:</b>	
FC21/072	<p><b>a) To consider a quotation for additional grounds maintenance for 2022/23:</b></p> <p>Vice Chair outlined the requirement to increase the number of cuts at Webbers Meadow (smaller field) from 2 to 8 per annum at an additional cost of £420 plus VAT and at Venn Ottery Village Green from 5 to 8 cuts per annum at an additional cost of £125 plus VAT</p> <p>Approval of additional expenditure proposed by Chair and seconded by Cllr. Dalton, resolved unanimously.</p> <p>Clerk: advise grounds maintenance contractor accordingly</p>	<b>Clerk</b>
FC21/072	<p><b>b) To review cleaning contractor costs related to Public Convenience in Newton Poppleford</b></p> <p>Clerk had contacted the cleaning contractor to advise of potential re-opening date. Contractor advised that there would be an increase to the original approved quotation of approximately £5 per day due to rising fuel and material costs. Councillors discussed whether the total costs of re-opening the facility for a trial period of 3 months were excessive. As the facility had been closed for a long period of time some Councillors felt it may be better for it to remain so until the planned refurbishment can take place as the proposed new facility will be cheaper to clean/maintain. Vice Chair pointed out that the decision to re-open on a trial basis had been approved and the PC had a responsibility to provide facilities in the parish. As there was no consensus on this issue it was agreed to bring before the Full Council Meeting in March.</p> <p>Clerk: note and add to March FULL Agenda for discussion</p>	<b>Clerk</b>
FC21/072	<p><b>c) To receive an update on the 2022 Jubilee Celebrations:</b></p> <p>Consideration to be given to purchasing a commemorative gift for each child in the parish. Cllr. Dalton to have further discussions with bouncy castle supplier re: charging for access (entry ticket be accepted as payment?). All expenditure to be logged against agreed budget of £5k.</p>	
FC21/072	<p><b>d) To consider a grant Application from Exmouth Citizens Advice:</b></p> <p>As application not yet received, discussion deferred.</p>	
FC21/072	<p><b>e) To receive update on Parish MUGA at Back Lane:</b></p> <p>Consultant has now been appointed to manage the project. A site visit has been carried out and a draft Tender document prepared. Consultant is in discussion with EDDC with regard to planning requirements. Quotes will be required by 1<sup>st</sup> May with a projected start date in September 2022. Vice Chair</p>	

	advised that, for purposes of economy, any spoil removed from the site will be transferred to Webbers Meadow.	
FC21/072	<p><b>f) To receive an update on repairs to St Luke's cemetery wall:</b></p> <p>Clerk verbally reported that contact had been made with a potential contractor via the Treasurer of Salcombe Regis church, a site visit had taken place and a quotation awaited.</p>	
FC21/072	<p><b>g) To receive an update on matters pertaining to the Surgery building:</b></p> <p>i) Clerk confirmed that the cleaning contract will cease on 31<sup>st</sup> March. Keys to be returned to Clerk.</p> <p>ii) Coleridge Medical Centre has arranged for BT to disconnect the telephone line.</p> <p>iii) Legal advice has been sought with regard to future use of the building and a response is awaited.</p> <p>iv) Regular security checks to be made on the building from 1<sup>st</sup> April.</p> <p>Clerk to action security checks and advise Insurers</p>	Clerk
FC21/072	<p><b>h) To receive an update on the replacement of the VOVG Footbridge</b></p> <p>The contractor had proposed the installation of a river box culvert, back filling between culvert and banks to ensure diversion of water flow and formation of a concrete plinth on either side of the river to support the new bridge structure. Cost to include the removal of all waste matter, hire of necessary equipment/machinery and labour would be £8240. The bridge assembly would cost an additional £1750 (this excludes the purchase price of the bridge 'kit'). It was agreed that this proposal would be a good solution and would provide a lasting legacy for Venn Ottery. Clerk was requested to contact the Environment Agency to ensure that they had no issues with this proposal prior to any final decision being taken.</p> <p>Clerk to action accordingly and report back.</p>	Clerk
FC21/072	<p><b>i) To note the National Joint Council for Local Government Services (NJC) pay award for 2021/22</b></p> <p>Noted</p>	
FC21/073	<p><b>To review and note payments for March 2022:</b></p> <p>No March invoices received to date.</p>	
FC21/074	<p><b>To review the draft Risk Assessment 2022 in respect of Physical and Management Risks:</b></p> <p>Clerk had circulated a draft of the 2022/23 Risk Assessment to all members of the Committee beforehand for their review.</p>	

	<p>After discussion, revisions were proposed (to parts 1 &amp; 3) to be integrated into the draft working document. Part 2 (Financial Risks) to be reviewed at the next meeting.</p> <p>Chair suggested that certain sections of the Risk Assessment should be reviewed by the Personnel &amp; Policy Committee as more relevant to this committee than Finance. It was agreed that this should be a topic for discussion next year.</p> <p>Specific issues arising from this review to be actioned by the Clerk: to advise insurers of the change in status of the Surgery building (FC21/72g); to contact Stagecoach and provide an update on the closure of bus stops at Burrow; to investigate the 'tip testing' requirements for headstones at St. Luke's cemetery.</p> <p>Clerk to update the draft document and circulate.</p>	<b>Clerk</b>
FC21/075	<p><b>Matters considered as urgent by presiding Chair:</b></p> <p>Chair noted the risk associated with the current banking arrangements where two signatories are required for every transaction and there being, currently, only two authorised signatories. It was agreed that both Cllr. Dalton and Cllr. Tillotson be added to the Lloyds Bank mandate for both NPHPC and NPPFF to mitigate this risk.</p> <p>Vice Chair and Clerk to action. Clerk also to check signatories for Unity Trust bank accounts.</p>	<b>CB/Clerk</b>
FC21/076	<p><b>Date and time of next Finance Committee meeting:</b></p> <p>The next meeting of the Finance Committee will be held at 7pm on Monday, 11<sup>th</sup> April 2022; the meeting to be held at the Pavilion.</p> <p>Clerk to note and publicise accordingly.</p>	<b>Clerk</b>
	<p><b>With no further business to consider, the Chair closed the meeting of the Finance Committee at 8.55pm.</b></p>	

Minutes of the Parish Council Finance Committee meeting on Monday, 14<sup>th</sup> March 2022 at 7.00pm held at The Pavilion, Back Lane, NP.

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

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

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

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